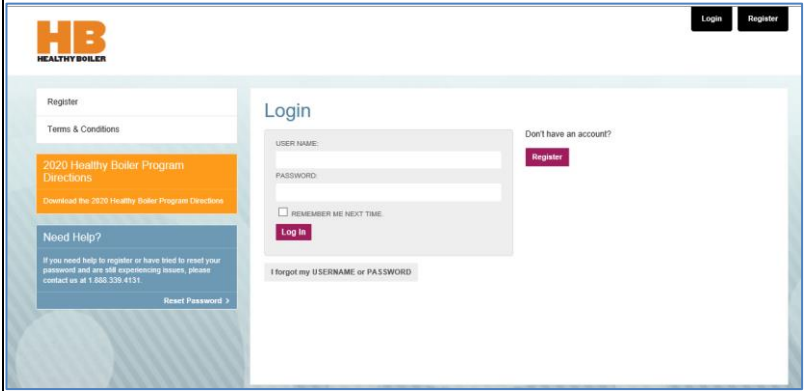
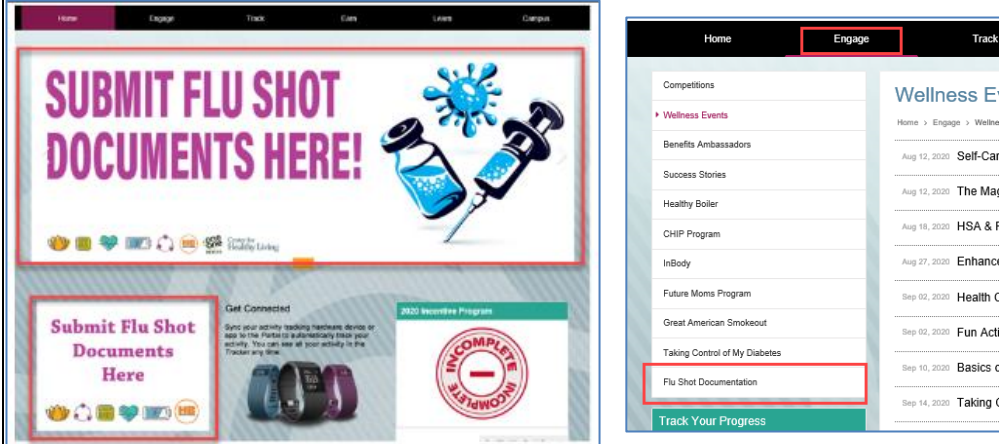


[Influenza vaccinations](#) are required for all faculty, staff and students. Faculty, staff and students will need to upload documentation confirming they received their influenza vaccination.

- Benefits-eligible faculty and staff will upload their form to the [Healthy Boiler Portal](#). (Benefits-eligible faculty and staff have access to the Healthy Boiler Portal.)
- Those in non-benefits eligible positions will use the secured Human Resources HR Help email, <https://www.purdue.edu/hr/help/>, to submit documentation. **Please note: The HR Help email should only be used by those unable to use the Healthy Boiler portal.**
- Students will upload their form to the [Student Health Center portal](#).

The below instructions are for faculty and staff.

- Your 10-digit PUID will be needed to complete the form. Also, save a copy of the flu vaccination proof [or completed declination form](#), in order to upload as an attachment in the portal.
- Questions regarding the 2020 flu shot requirement can be emailed to hr@purdue.edu.

<ol style="list-style-type: none"> 1. Access the Healthy Boiler Portal at https://www.healthyboiler.com 2. Login using the User Name and Password (you created) 3. If you have not accessed/used Healthy Boiler in the past, you will need to create an account - click Register and follow directions. <ol style="list-style-type: none"> a. The following site provides needed directions - https://www.purdue.edu/hr/CHL/healthyboiler/portal/index.php 	
<p>Once logged in click Submit Flu Shot Documents Here from the portal.</p> <p>(Flu Shot Documentation is also a menu item under Engage)</p>	

<p>Complete the required fields:</p> <ul style="list-style-type: none"> - 10-digit PUID - First Name - Last Name - Birthdate (YYYY-MM-DD) - Gender - Click Yes or No to submit documentation for the 2020 flu shot <ul style="list-style-type: none"> o Click Yes, to submit flu shot documentation o Click No, if declining a flu vaccine due to medical or religious reasons 	
<p>If clicked Yes –</p> <ul style="list-style-type: none"> - Enter Flu shot date - Click Choose Files and upload proof of flu shot - Click Submit 	
<p>If clicked No –</p> <ul style="list-style-type: none"> - Click Choose Files and upload the completed declination form - Click Submit 	
<p>To view Flu Shot Documentation and confirm processing</p>	
<p>Click view entries or navigate to the Tracker via Track – Tracker or Engage – Track Your Progress</p>	
<ul style="list-style-type: none"> • Click View Activity • Look for processed Flu Vaccination under Recent Activity 	