Health Service

Student Health History & Student Immunization Records

Data Entry Instructions

412-396-1650
Step 1 – Go to the Duquesne University website on page at - [http://www.duq.edu](http://www.duq.edu)

Step 2 – Click on the link for DORI at the bottom of the page to open up the DORI Log on Page
**Step 3** – Log into DORI using your MultiPass User Name and Password

**Step 4** – Click on the ‘Go to’ button located at the top right of the DORI Homepage and select ‘Student’. 
**Step 5** – When the new page opens go to the left side of the screen and select the ‘Health Service Student Portal’. A new page should open.

**Step 6** – You should arrive at this page.
Step 7 – Health History and Patient Forms – On the Health Service Student Portal scroll down to the bottom of the page and select the ‘Health History and Patient Forms’ Icon.

Step 8 – Select the ‘Student Health History’ if international please select ‘International’
**Step 9** – Once the Health History Form Opens fill out the form completely and submit.

All questions with a ‘*’ must be answered in order for the form to submit.

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**Student Health History**

In the event that we would need to contact you, please provide your name, address, and phone number(s)

- **Student Name:** *

- **Student Home Address:** *

- **Student Home Telephone Number:** *

- **Student Cellphone Number:** *

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Please continue to the Immunizations Instructions on the next page.
Step 10 – Immunizations – From the ‘Home Screen’ of the Health Service Student Portal select the ‘Immunization’ tab and scroll down to select Required-All students. Please enter the student immunization dates in the corresponding area. Please enter all available immunization dates as some majors require additional immunizations.

NOTE: ALL Students must have at least 2 MMR (Measles, Mumps, Rubella) immunization dates and 1 Meningitis immunization date (one dose on or after 16th Birthday) to attend school. If additional immunizations are required, you will be contacted by your program of study.
Step 11 – Once you have entered the Immunization date you will need to ‘Upload’ a copy of the Duquesne University Immunization verification form¹ and make sure the form is signed by your physician. This can be done by taking a clearly legible photo(s) of the Immunization verification form with your phone and sending it to your email. Once the photo attachment is in your email account open it and save it to the ‘Desk Top’ for easy access.

Step 12 – From the ‘Home Screen’ of the Health Service Student Portal select the ‘Upload’ tab and upload the Immunization verification form to the Portal as instructed. This is needed for Proof of the previously listed Immunization Dates entered.

¹ It can be found at: www.duq.edu/immunizationform