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.

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.
   a. The following site provides needed directions - https://www.purdue.edu/hr/CHL/healthyboiler/portal/index.php

Once logged in click Submit Flu Shot Documents Here from the portal.

(Flu Shot Documentation is also a menu item under Engage)
Complete the required fields:
- 10-digit PUID
- First Name
- Last Name
- Birthdate (YYYY-MM-DD)
- Gender
- Click Yes or No to submit documentation for the 2020 flu shot
  - Click Yes, to submit flu shot documentation
  - Click No, if declining a flu vaccine due to medical or religious reasons

If clicked Yes –
- Enter Flu shot date
- Click Choose Files and upload proof of flu shot
- Click Submit

If clicked No –
- Click Choose Files and upload the completed declination form
- Click Submit

To view Flu Shot Documentation and confirm processing

Click view entries or navigate to the Tracker via Track – Tracker or Engage – Track Your Progress

- Click View Activity
- Look for processed Flu Vaccination under Recent Activity