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. If you are not benefits-eligible please send your documentation to hr@purdue.edu.) 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. 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.

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