

**Accessing the Student Health Portal:**

- 1) You need to go to [Student Health Portal](#)
- 2) You will sign in with Office 365 where you use your Trinity email.

**To upload your required documents:**

- 3) Click on “Document Upload.”

## Upload Document

Please select the type of document, browse to choose the file and save. Documents with the following file formats can be uploaded: JPEG, TIFF, PNG, and PDF. Each file should not exceed 6MB.

Document Type

File

 

- 4) Select the “Document Type.”
- 5) Click “Browse” to select the file to upload.
- 6) Click “Save.”

Clicking Save will upload the document into your chart, visible to the Health Center Staff for review and approval in the order in which they are received.

You will see the following message below and are then able to repeat the process for further document uploads.

## Upload Document

Thank you for your submission. Your card is under review.

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- 7) If you have any issues or concerns please call the Health Center at 860-297-2018 or email us at [healthcenter@trincoll.edu](mailto:healthcenter@trincoll.edu).

Thank you.