To Upload Medical Forms onto SIS:

1.To start the process of uploading Medical Forms to the SIS, you will need to go to Main Menu > Self Service> Program Placement > Medical Consent Form. Click add a new value by entering the term **1410 (Fall 2022).** After completing this, you will need to press SAVE and then exit.

2. Go back to Main Menu > Self Service> Program Placement > New Medical Record and add new value for term **1410.** Then enter your Health Card number when it prompts you and click SAVE. If you do not have a Health Card, you can enter all number 9's and SAVE.

3. Go to and complete the "Health History Questionnaire" ***NOTE***: Please read each question carefully and respond appropriately and click bottom box 'agree to online signature'. (Some responses will have to be "Yes"). Press SAVE.

4. Then go to the "Immunization Record Section" tab and upload all your forms as one file where it says "Attach All Reports". Press the SAVE button before exiting.
NOTE: Make sure to upload files as .docx, .pdf, or .jpeg. We cannot open HEIC files.

5. Once uploaded, your forms will be reviewed by the Health Centre. The Health Centre will give you clearance or inform you by e-mail of any missing items.

6. Once your Passport to Health is approved, you will have access to print out the document in SIS.