

Immunization Service

Vaccine Exemption Portal School User Quick Start Guide

This guide provides directions for School Users to access and navigate the Vaccine Exemption Portal. School Users can view exemption records associated with their school, apply filters, search across all schools, and export records.



Scan QR Code for User Request Form or go directly at:

<https://app.smartsheet.com/b/form/019f5f2d7d3377ef826848ad54cd9a70>

Getting Started

1	Receive credentials	You will receive an email with your login credentials.
2	Log in	Navigate to the Vaccine Exemption Portal at https://imm.osdh.immytech.com/ and enter your credentials. You will be prompted to change your password on first login.
3	Verify your school	After logging in, you will be directed to the Exemption Records page. Confirm the page header reads "My School's Exemption Records."

Viewing & Filtering Your School's Records

The default view displays only exemption records associated with your school. School Users have read-only access to most record data. However, you can edit the Grade and School Phone fields for your school's entry on a record.

1	Use filter tabs	Select the Exemption, Child, or Parent tab to filter records.
2	Apply a filter	Enter or select your filter criteria. A checkmark will appear next to each field that has an active filter applied.
3	Clear filters	Remove or reset individual filter values to return to the full list of your school's records.

Viewing a Record

Click on any record in the table to open it. The record is organized into collapsible sections: Exemption, Physician, Child, Parent/Guardian, and School/Child Care. Click on a section header to expand or collapse it.

1	Edit school details	To update the Grade or School Phone for your school's entry, expand the "School/ Child Care" section and modify the fields.
2	Save your changes	Click the "Update Exemption" button at the bottom of the record to submit your changes.

Viewing Certificates

Each record with an approved or denied status has a certificate available. A new certificate is generated each time the record is updated.

1	Open certificates	Click the "View Certificate" button in the record's row on the Exemption Records table.
2	Select a version	A modal will appear with a dropdown defaulting to the most recent certificate. Use the dropdown to select from all previously generated certificates.
3	View the certificate	Click the "View" button to open the selected certificate PDF in a new tab.

Searching All Schools & Childcares

In the case that you need to search for a child that is not currently associated with your school, you can use this feature to find and claim their record.

1	Enter open search	Click the "Search All Schools & Childcares" button in the upper-right corner of the Exemption Records page.
2	Search for a child	Enter the child's first name, last name, and date of birth. All three fields are required. Click Search to find their record.
3	Claim the record	Click on the child's record to open it, then click the "Claim to My School" button to associate the record with your school.
4	Return to your records	Click "Back to My School's Records" to return to the default view showing only your school's records.

Exporting Records

Click the Export button on the Exemption Records page to download a CSV file of the currently displayed records. The file can be opened in Microsoft Excel or any spreadsheet application.