Influenza (Flu) Vaccine Upload Process

Seasonal influenza vaccination is strongly recommended for all Covered Individual's for whom vaccination is medically appropriate, consistent with recommendations from the California Department of Public Health (CDPH).

This influenza vaccination upload process is required only for individual's identified by UCR as belonging to one or both of the following populations:

1. Covered Healthcare Individuals
2. Employees and Qualifying Volunteers at Applicable Child Day Care Centers

If either or both requirements apply to you, you must complete the applicable influenza vaccination or declination process through Enterprise Health by **December 15**.

Influenza (Flu) Vaccine Upload Process:

Staff and Faculty can upload their influenza attestation via the Enterprise Health record system. Staff and Faculty can log into the portal via standard campus multifactor authentication (MFA). This secure portal is isolated to only information provided by the employee and does not connect to other health records an employee may have at other healthcare locations.

Staff and Faculty will receive an automated email from noreply@ehsoh.ucr.edu the subject line: **REMINDER TO REVIEW NOTIFICATIONS**, instructing you to complete the vaccine reporting requirements through Enterprise Health.

From: noreply@ehsoh.ucr.edu
To: [redacted]
Cc:
Subject: Reminder to Review Notifications

This message is sent from an un-monitored mailbox, therefore please do not reply to this message

Reminder to Complete Influenza Questionnaire

To: [redacted]

You have an assigned questionnaire to complete for the annual Influenza attestation or declination.

Click here to visit the Employee Portal to complete your annual Influenza attestation or declination.

If you have any additional questions regarding this notification, please contact Occupational Health at ehsocchealth@ucr.edu.

We thank you for your cooperation.

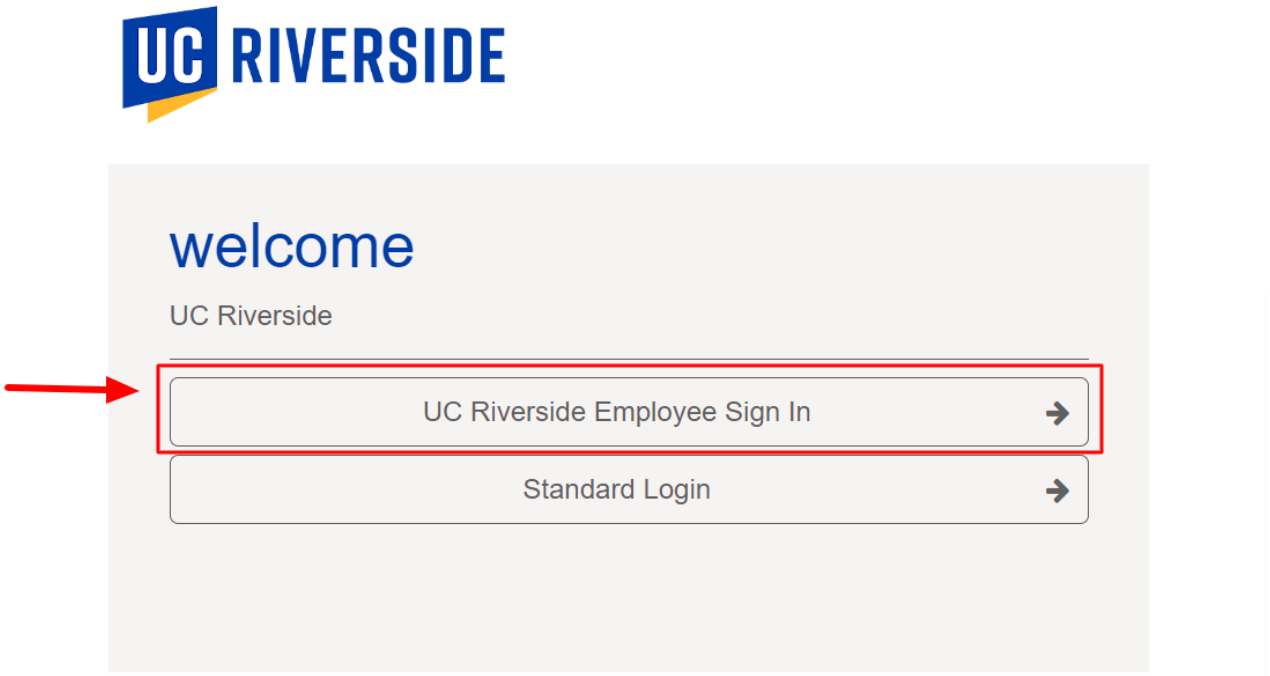
UCR EH&S Occupational Health.

(951) 827-9902.

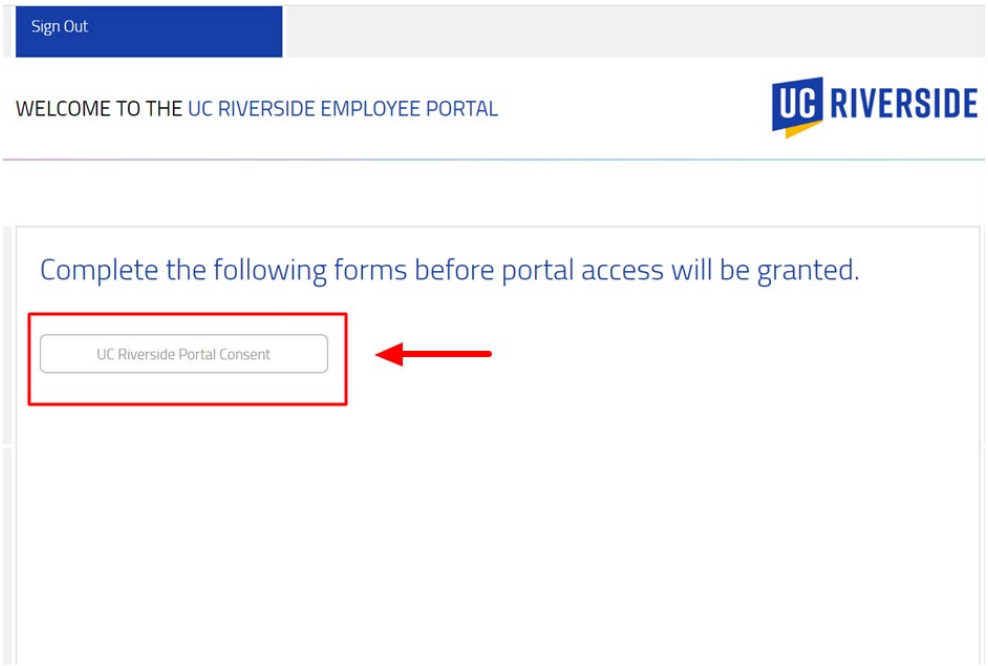
CONFIDENTIALITY NOTICE:
This E-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this E-mail or any attachment is prohibited. If you have received this E-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you.

Updated 09/21/2026

Step 1: Login to the [Employee Medical Record Portal: Enterprise Health] using your UCR credentials. **Click** the "UC Riverside Employee Sign In" button.

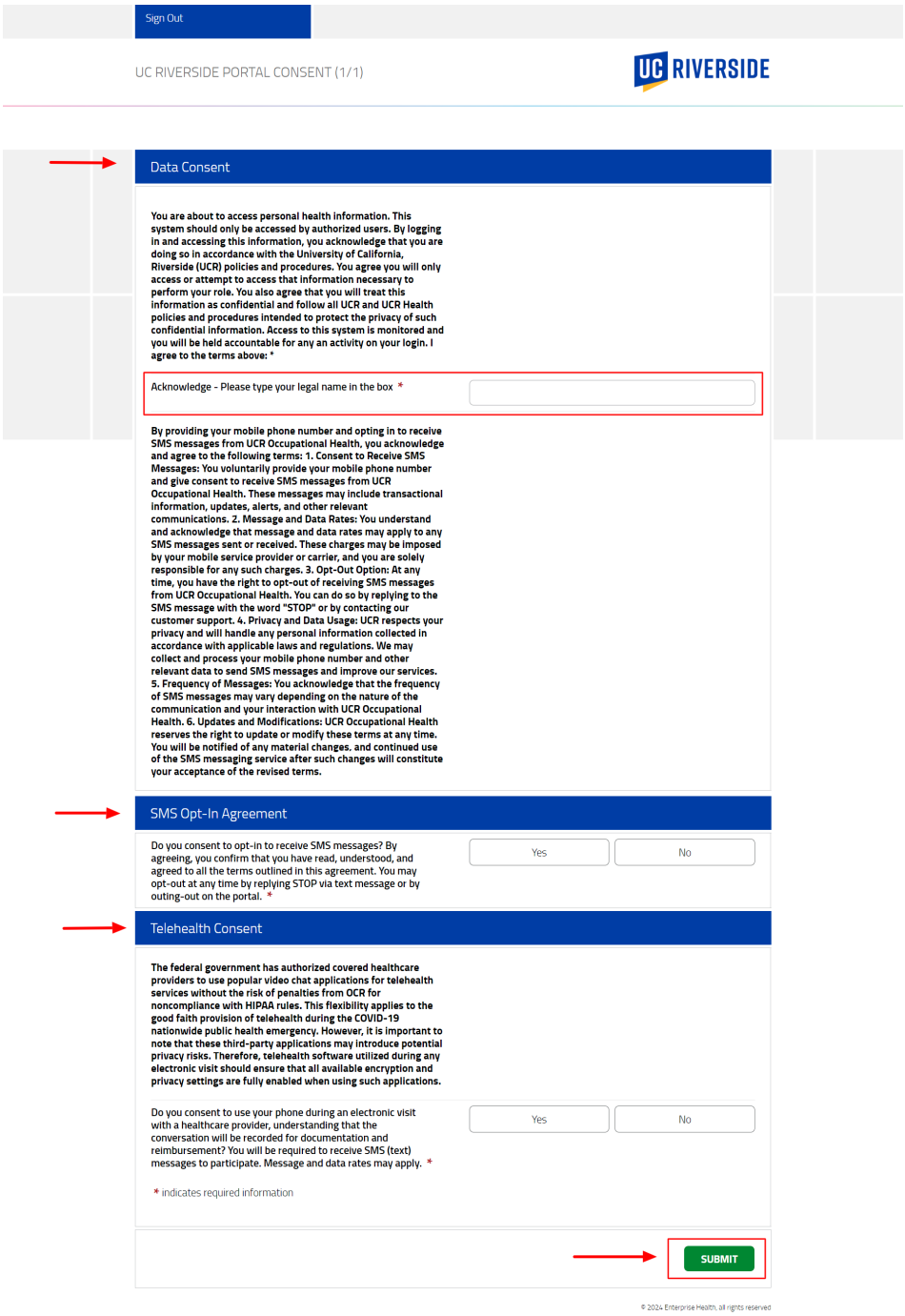


Step 2: First time users will be prompted to **Click** the *UC Riverside Portal Consent Form* button.

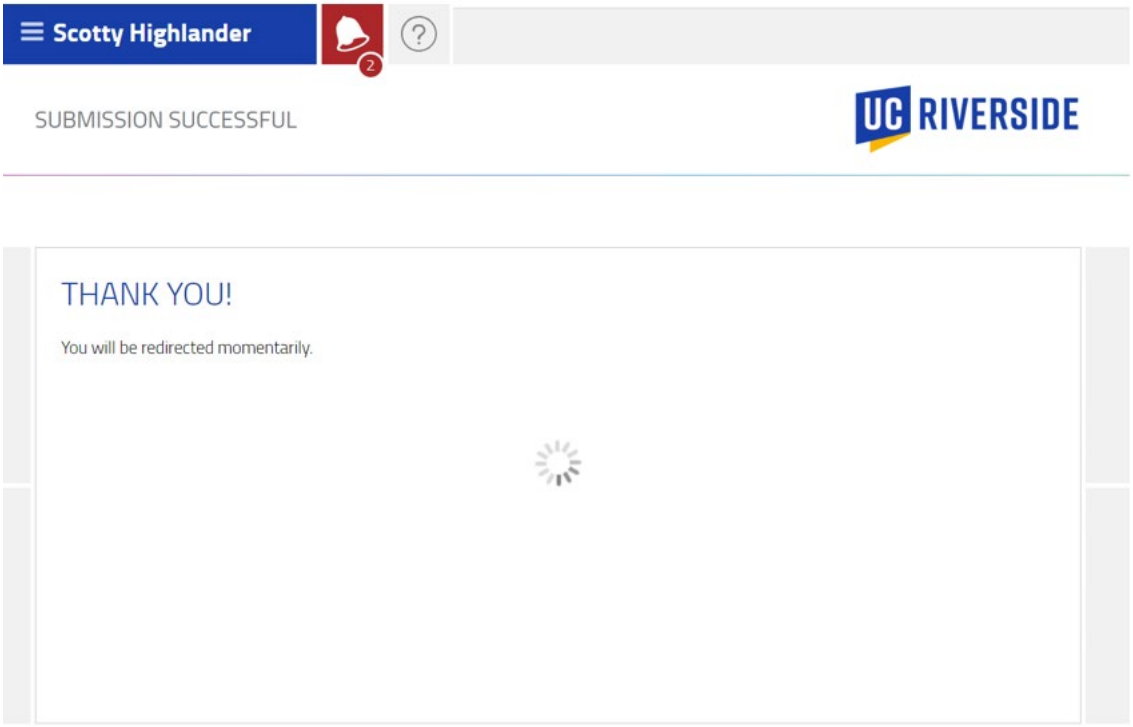


Step 3: Review the UC Riverside Portal Consent Form

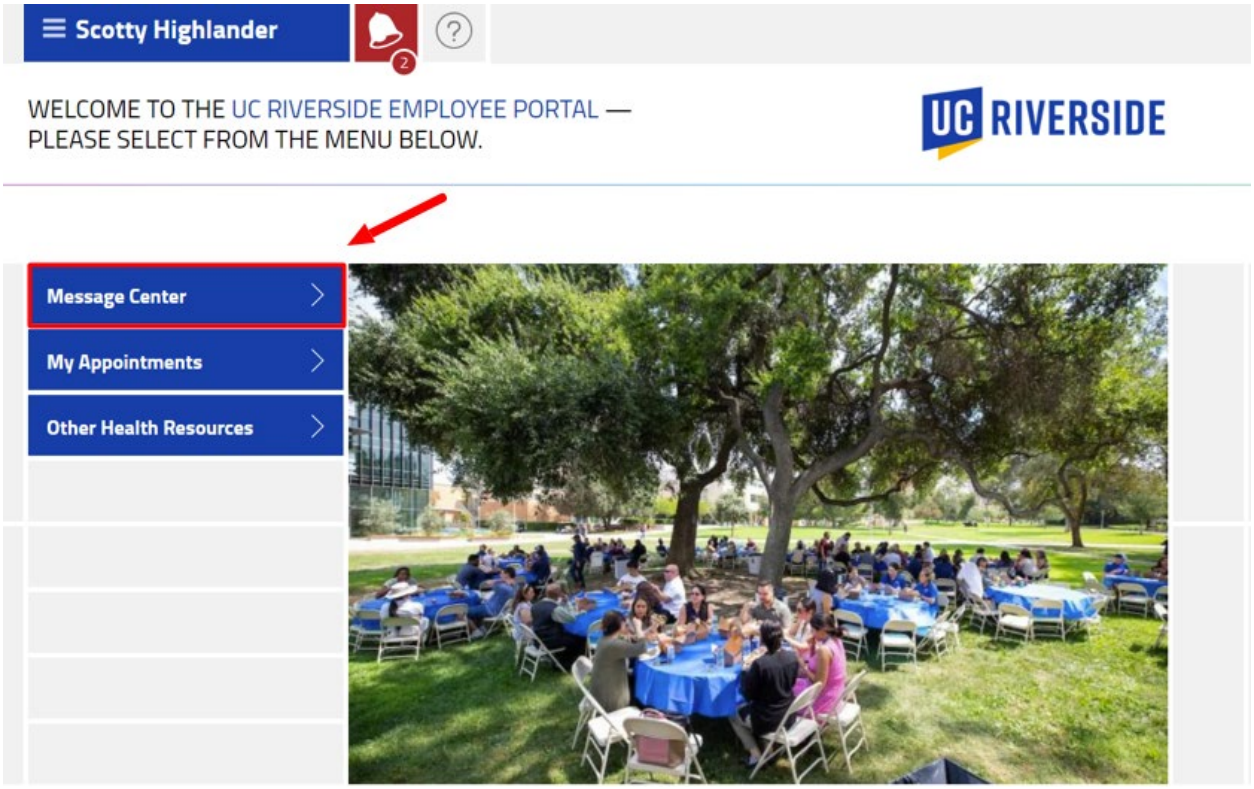
- Acknowledge the Data Consent portion by typing in your legal name within the open field text box.
- Review the SMS Opt-In Agreement and make a selection.
- Review the Telehealth Consent portion and make a selection.
- Click the Submit button.



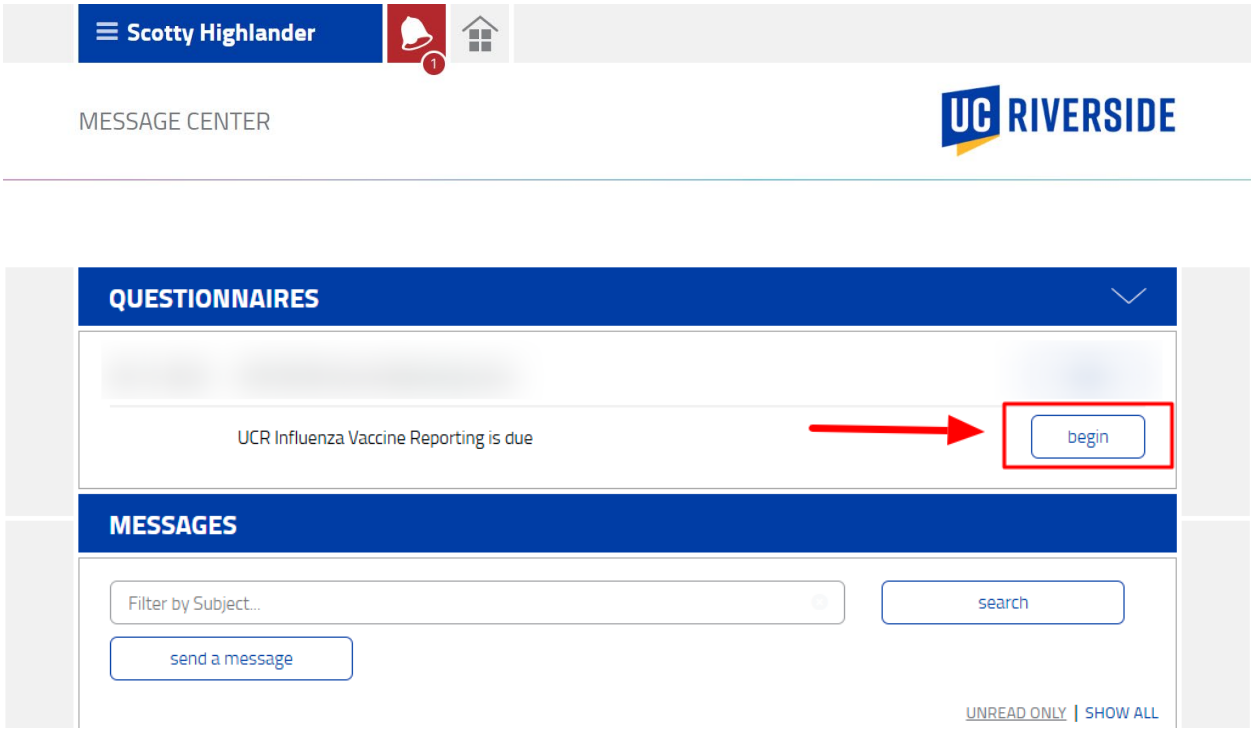
After clicking submit, the page will automatically redirect you to the home screen.



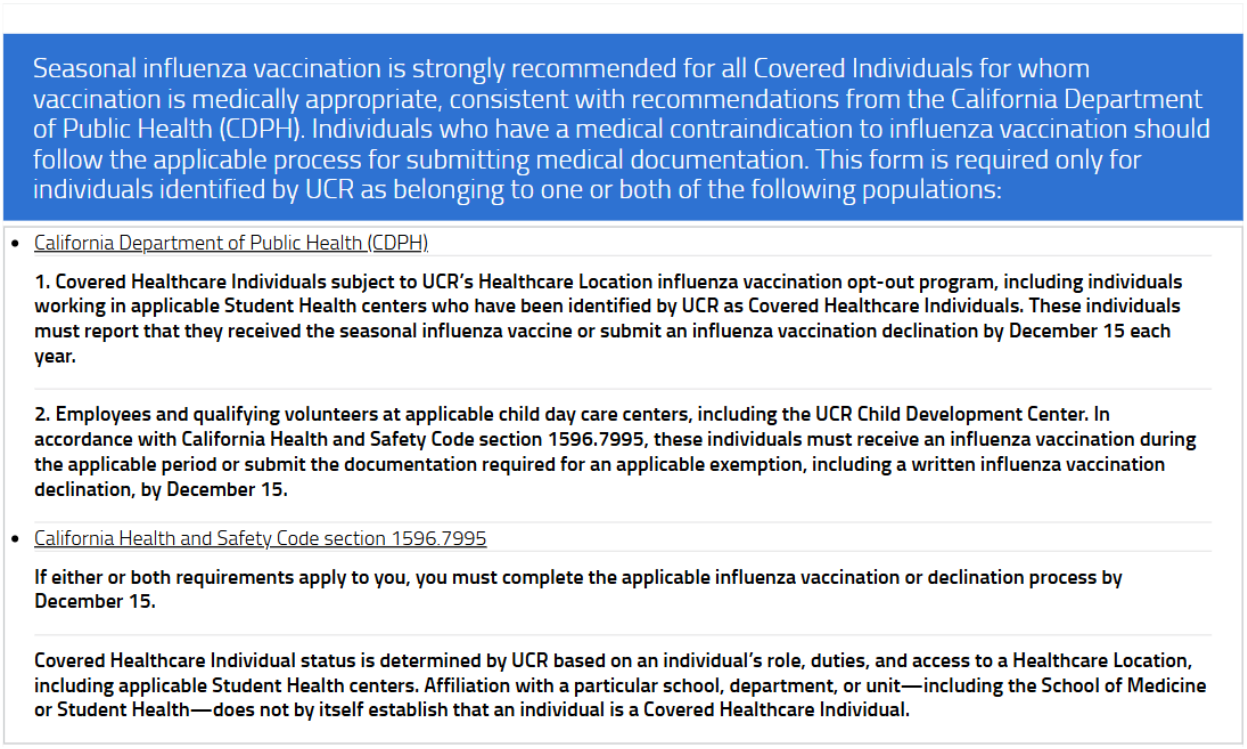
Step 4: Within the Home Screen, Click the “Message Center” button to open a questionnaire.



Step 5: Locate the "UCR Influenza Vaccine Reporting is due" questionnaire and click the "Begin" button to open the questionnaire.



Step 6: Review the recommendation guidance.



Seasonal influenza vaccination is strongly recommended for all Covered Individuals for whom vaccination is medically appropriate, consistent with recommendations from the California Department of Public Health (CDPH). Individuals who have a medical contraindication to influenza vaccination should follow the applicable process for submitting medical documentation. This form is required only for individuals identified by UCR as belonging to one or both of the following populations:

- California Department of Public Health (CDPH)

1. Covered Healthcare Individuals subject to UCR's Healthcare Location influenza vaccination opt-out program, including individuals working in applicable Student Health centers who have been identified by UCR as Covered Healthcare Individuals. These individuals must report that they received the seasonal influenza vaccine or submit an influenza vaccination declination by December 15 each year.

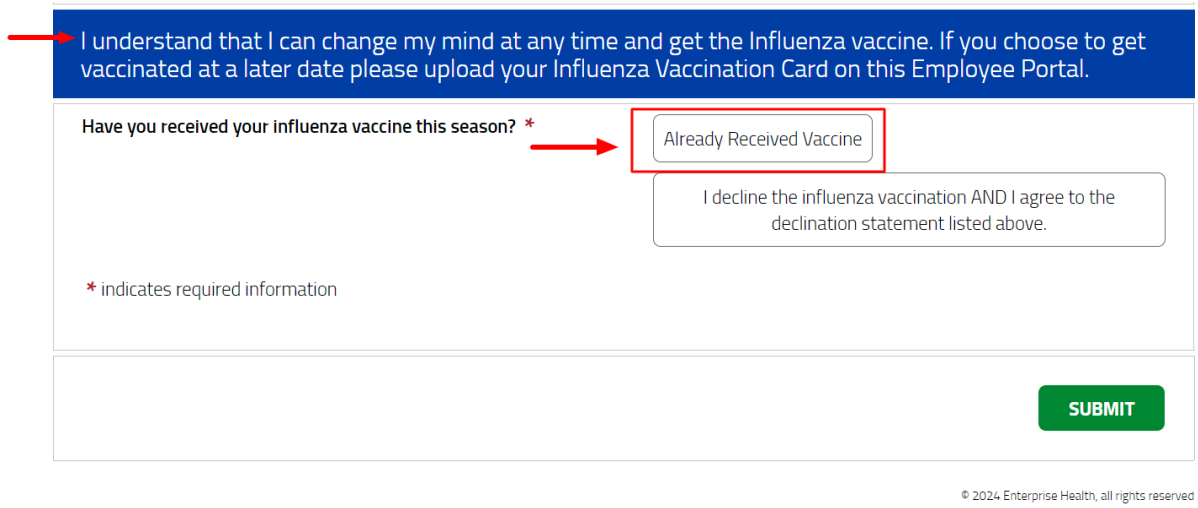
2. Employees and qualifying volunteers at applicable child day care centers, including the UCR Child Development Center. In accordance with California Health and Safety Code section 1596.7995, these individuals must receive an influenza vaccination during the applicable period or submit the documentation required for an applicable exemption, including a written influenza vaccination declination, by December 15.

- California Health and Safety Code section 1596.7995

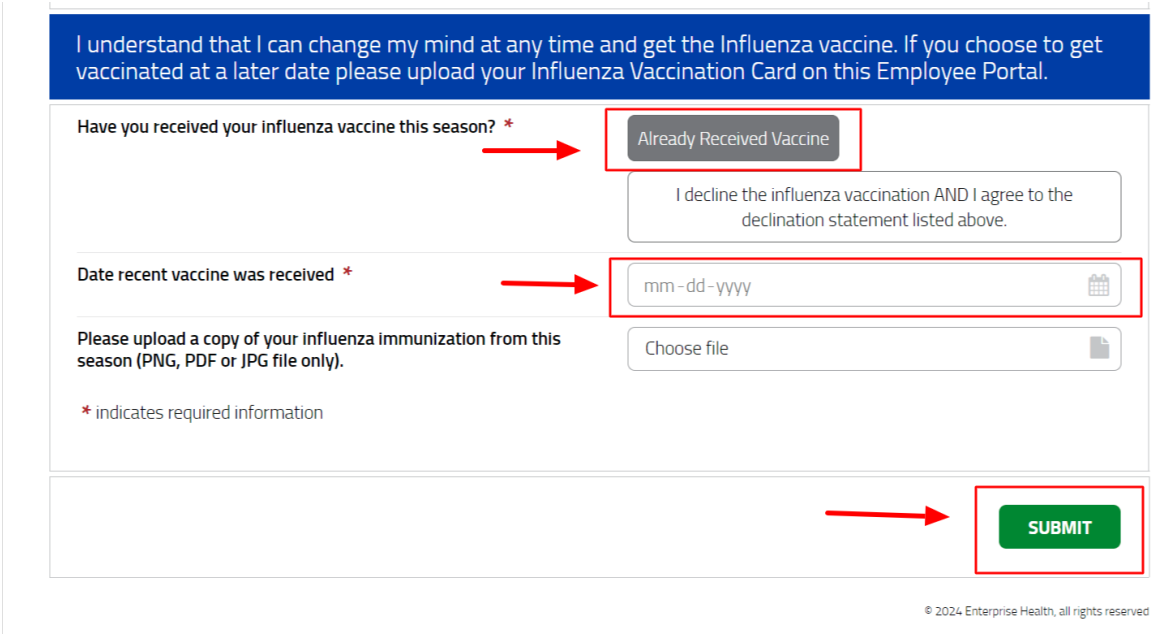
If either or both requirements apply to you, you must complete the applicable influenza vaccination or declination process by December 15.

Covered Healthcare Individual status is determined by UCR based on an individual's role, duties, and access to a Healthcare Location, including applicable Student Health centers. Affiliation with a particular school, department, or unit—including the School of Medicine or Student Health—does not by itself establish that an individual is a Covered Healthcare Individual.

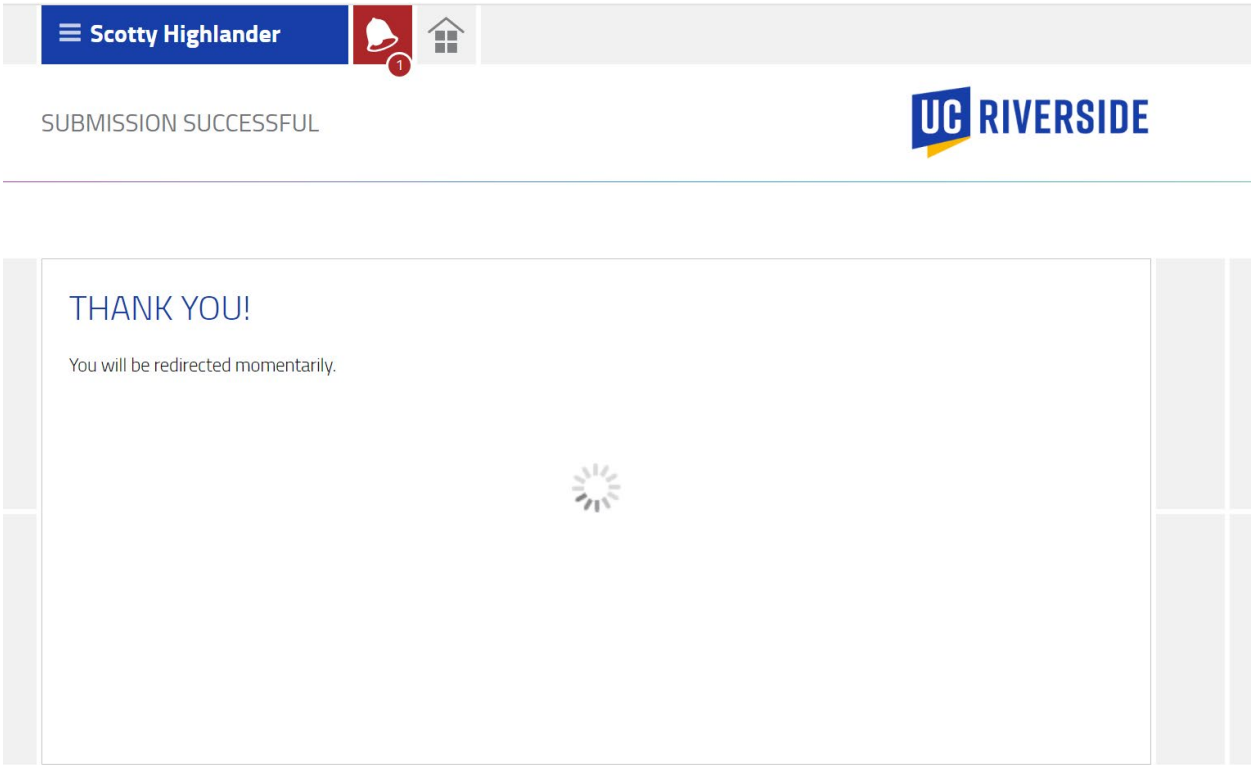
Step 7: Complete the vaccination status portion and select “Already Received Vaccine”.



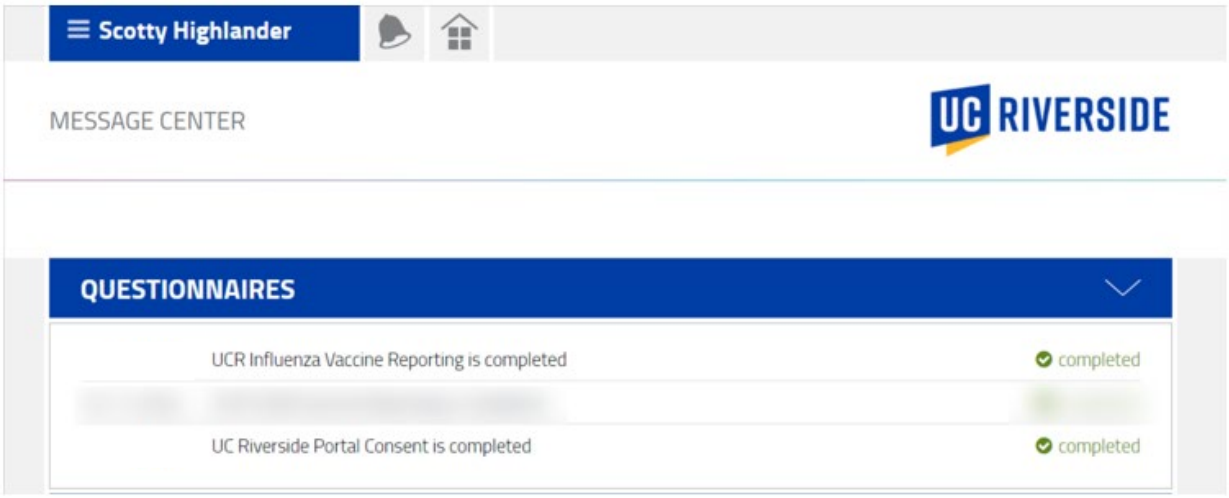
Step 8: Enter the date the vaccine was received. **Click** the “Submit” button to record your vaccination.



After clicking submit, the page will automatically refresh and redirect you to the portal Message Center.



Once the page is refreshed, you will see that the “UCR Influenza Vaccine Reporting is completed” will state “completed”. You are now compliant with the UC Vaccination Policy regarding the yearly Influenza Program.



For any questions or concerns, please email EHSOCCHEALTH@UCR.EDU