



Influenza (Flu) Vaccine Upload Process

University of California Influenza vaccine requirement: According to the "Seasonal Influenza Vaccination Program" attachment within the [UC Policy on Vaccination Programs](#), **all covered students, faculty, other academic appointees, and staff are required to get vaccinated against influenza or opt out annually.**

Process through Enterprise Health for Faculty and Staff

Influenza (Flu) Vaccine Upload Process:

Starting on October 15, 2025, Staff and Faculty will have access to the [Enterprise Health](#) record system. Staff and Faculty can log into the portal via standard campus multifactor authentication (MFA). This secure system 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@enterprisehealth.com with the subject line: **REMINDER TO REVIEW NOTIFICATIONS**, instructing you to complete the vaccine reporting requirements through the Employee Medical Record (EMR) portal

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



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

Reminder to Review Notifications

To: [REDACTED]

You have activities available for you to take advantage of.

The following questionnaire(s) are due:

- UCR COVID Vaccine Reporting - Due: 12-01-2025
- UCR Influenza Vaccine Reporting - Due: 12-01-2025

You have new message(s)

[Click here to visit the Individual Portal to complete these activities.](#)

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

We thank you for your cooperation.

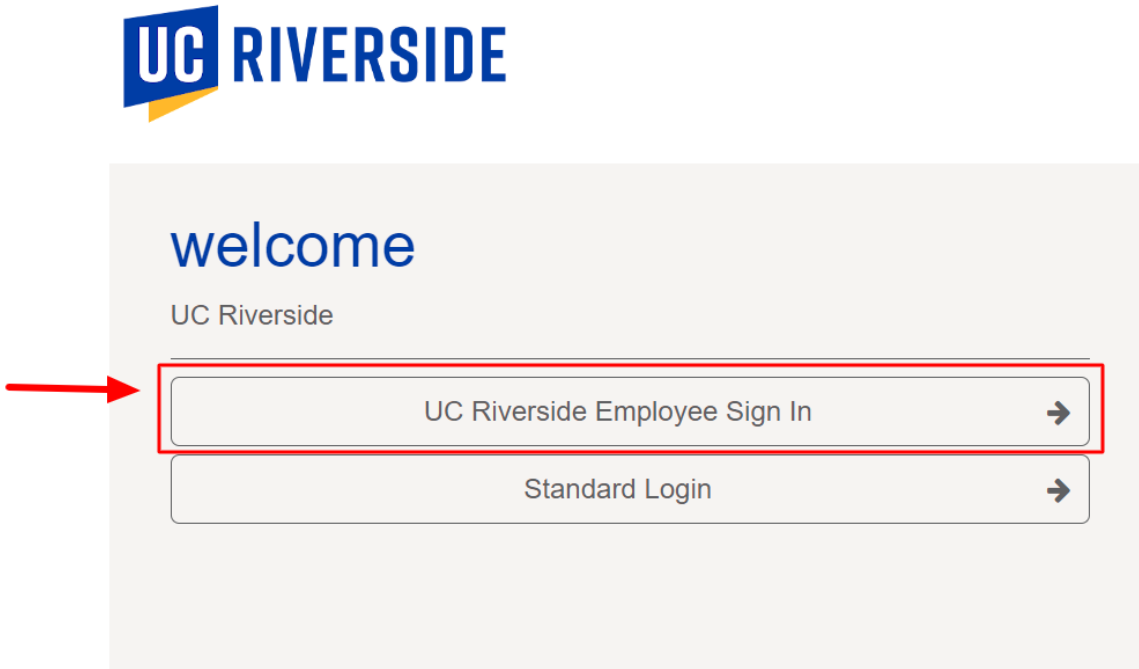
UCR EH&S Occupational Health.

(951) 827-9902.

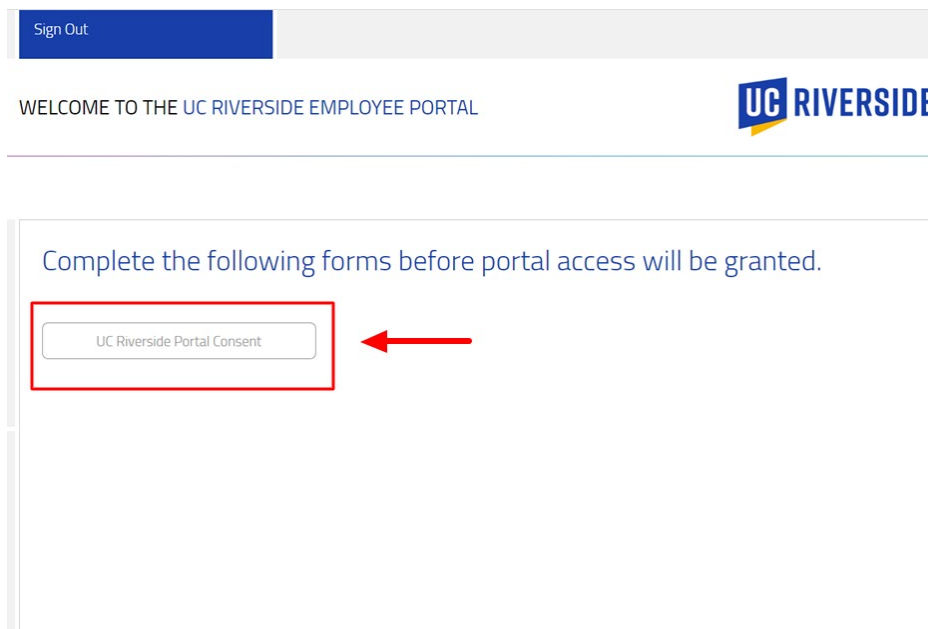
CONFIDENTIALITY NOTICE:

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.

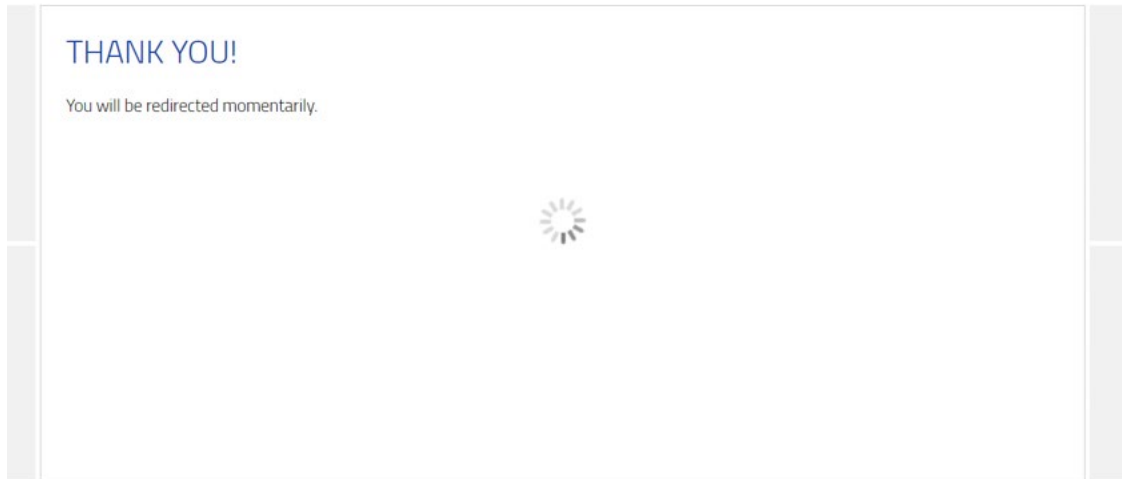
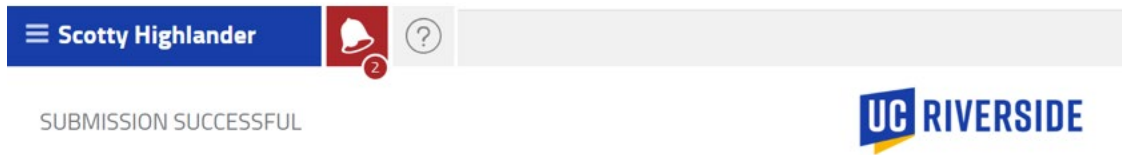
Step 1: Login to the [Employee Medical Record Portal: Enterprise Health](#) using your UCR credentials. **Click** the “UC Riverside Employee Sign In” button.



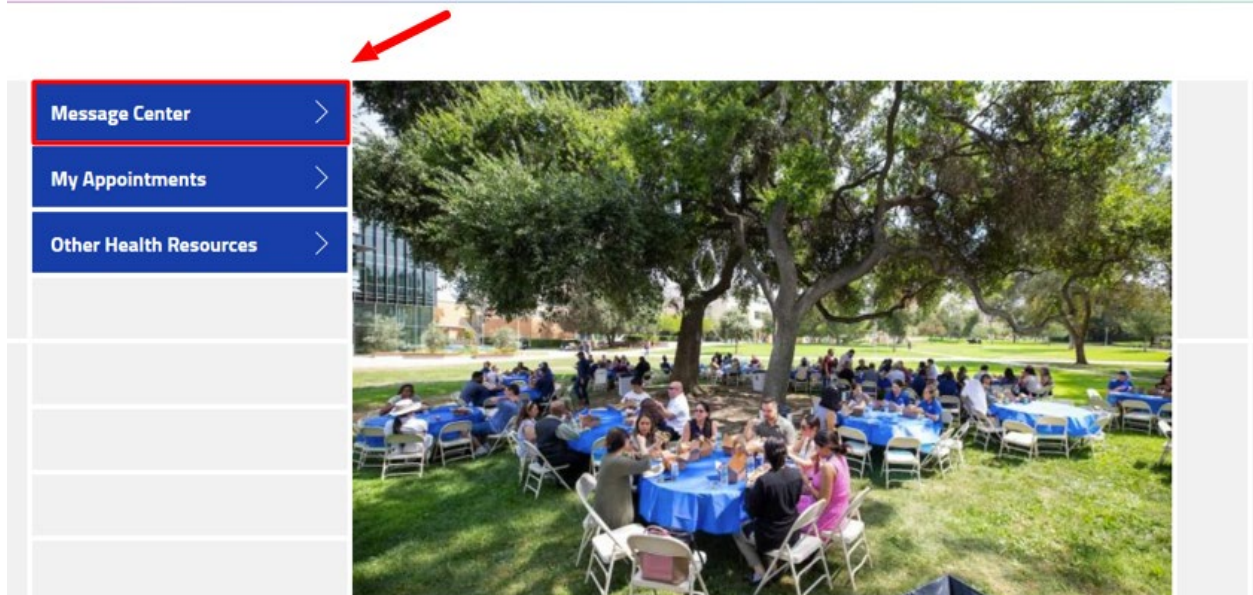
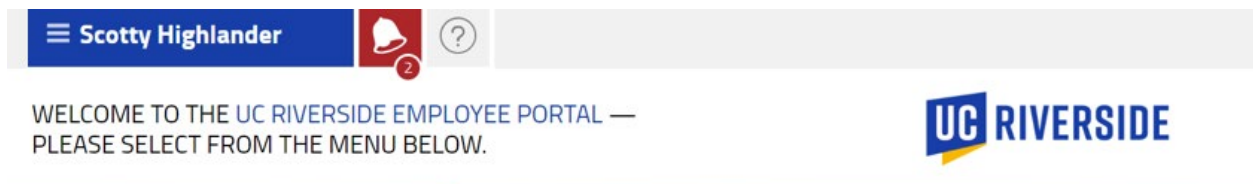
Step 2: First time users will be prompted to **Click** the *UC Riverside Portal Consent Form* button.



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



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.

The screenshot displays the UCR Message Center interface. At the top, a navigation bar includes a hamburger menu, the name "Scotty Highlander", a notification bell icon with a red circle containing the number "1", and a home icon. Below this, the text "MESSAGE CENTER" is on the left, and the "UC RIVERSIDE" logo is on the right. The main content area is divided into two sections. The first section, titled "QUESTIONNAIRES" in a blue header, contains a single entry with a blurred subject line, the date "08-13-2025", and the text "UCR Influenza Vaccine Reporting is due". To the right of this text is a "begin" button, which is highlighted by a red rectangular box. A red arrow points from the text "UCR Influenza Vaccine Reporting is due" to the "begin" button. The second section, titled "MESSAGES" in a blue header, contains a search bar with the placeholder text "Filter by Subject...", a "search" button, and a "send a message" button. At the bottom right of the messages section, there are links for "UNREAD ONLY" and "SHOW ALL".

Step 6: Certify that the foregoing information is true and correct by Typing your legal name within the open field textbox.

The University of California Riverside (UCR) recommends that all members of the community, except those who have medical contraindications, receive a vaccination to protect against influenza (flu) during the current flu season starting September 1st - May 1st . I understand that: 1. According to the <https://www.cdc.gov/flu/season> vaccination against the seasonal respiratory disease influenza or “flu” has long been accepted as a safe and effective way to prevent millions of illnesses and thousands of related doctor and hospital visits every year. Flu vaccination in adults substantially reduces the risk of severe illness. By getting vaccinated, a person can also protect those around them, including those who are more vulnerable to serious flu illness.

I certify that the foregoing information is true and correct.
Please type your legal name. *

1. According to the <https://www.cdc.gov/flu/season> vaccination against the seasonal respiratory disease influenza or “flu” has long been accepted as a safe and effective way to prevent millions of illnesses and thousands of related doctor and hospital visits every year. Flu vaccination in adults substantially reduces the risk of severe illness. By getting vaccinated, a person can also protect those around them, including those who are more vulnerable to serious flu illness.

2. Influenza is a serious respiratory disease. Each year in the United States, influenza kills thousands of people and causes hundreds of thousands of hospitalizations.

3. Influenza vaccination is recommended to protect our campus staff, faculty and students from influenza, its complications, and death.

4. If I contract influenza, I can shed the virus for 24 hours before any influenza symptoms appear. During the time I shed the virus, I can transmit influenza to others.

5. If I become infected with influenza, even if my symptoms are mild or non-existent, I can spread influenza to others. Symptoms that are mild or non-existent in me can cause serious illness and death to others.

6. I understand that the strains of the virus that cause influenza infection change almost every year and, even if they don't change, my immunity declines overtime. This is why vaccination is recommended every year.


7. I understand that it is impossible to get influenza from the influenza vaccine.


8. The consequences of my refusal to be vaccinated could have life-threatening consequences for my health and the health of everyone with whom I have contact. I am choosing to decline the Influenza (flu) vaccine. I attest that I have read the above information. It's important to note that individuals who are not up-to-date on their vaccines may be subjected to additional NPIs compared to those who are vaccinated.

I acknowledge that: 1. I have read and understand the information provided in this informed refusal. 2. I DO NOT agree to have the vaccine as recommended.

In response to a public health emergency or during a localized outbreak, applicable public health authorities or the UCR Vaccine Authority may require all members of the Location's community to adhere to Non-Pharmaceutical Interventions (NPIs). These NPIs may include, but are not limited to: 1. Wearing face coverings, medical-grade masks, and other protective equipment. 2. Isolation and quarantine measures. 3. Practicing physical and social distancing. 4. Maintaining frequent handwashing and cleaning protocols. 5. Undergoing asymptomatic (surveillance/screening) and symptomatic testing.

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

 I understand that I can change my mind at any time and get the Influenza vaccine. If you choose to get vaccinated at a later date please upload your Influenza Vaccination Card on this Employee Portal.

Have you received your influenza vaccine this season? * 

Already Received Vaccine

I decline the influenza vaccination AND I agree to the declination statement listed above.


* indicates required information

SUBMIT

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


I understand that I can change my mind at any time and get the Influenza vaccine. If you choose to get vaccinated at a later date please upload your Influenza Vaccination Card on this Employee Portal.

Have you received your influenza vaccine this season? * 


Already Received Vaccine

I decline the influenza vaccination AND I agree to the declination statement listed above.


Date recent vaccine was received * 

mm-dd-yyyy 

Please upload a copy of your influenza immunization from this season (PNG, PDF or JPG file only).

Choose file 

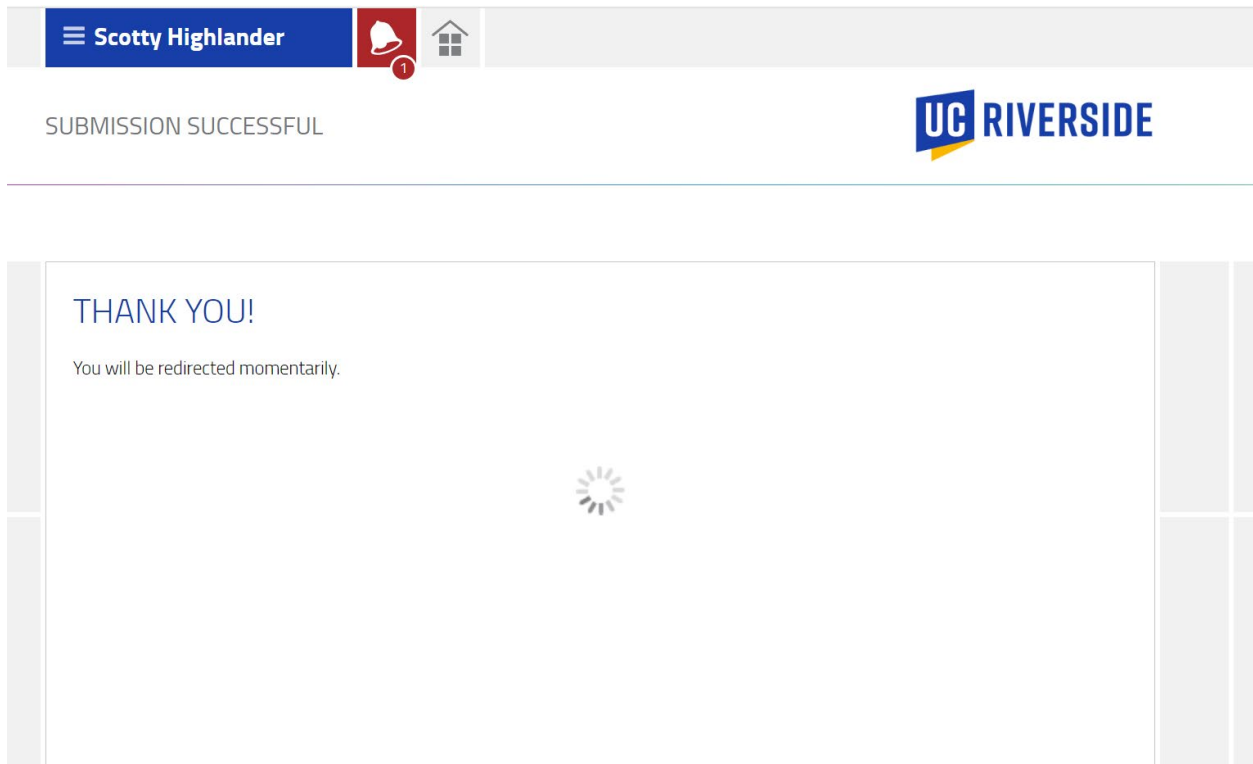
* indicates required information



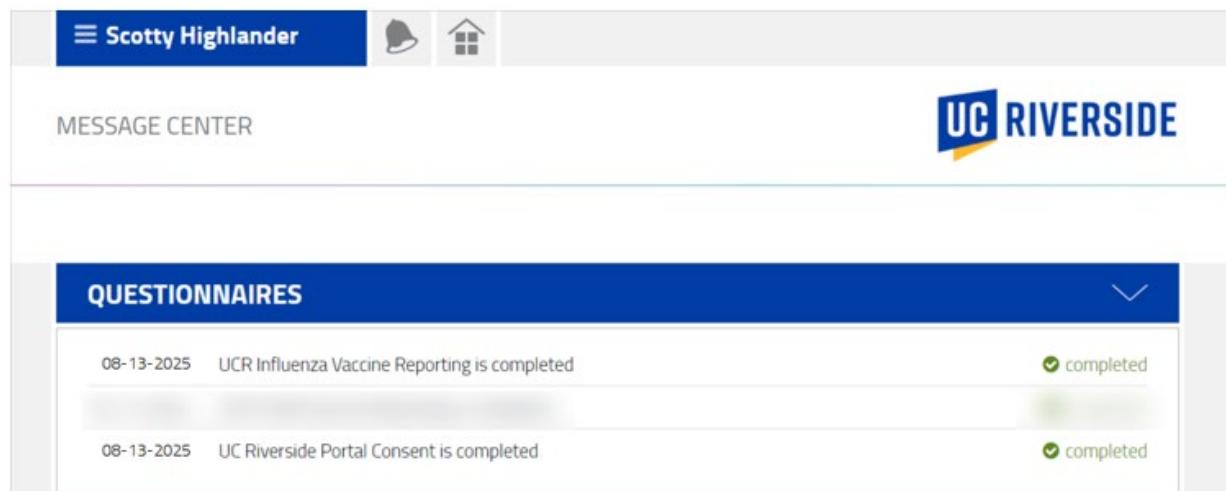
SUBMIT

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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 EHSOCHEALTH@UCR.EDU