



## PART 1. REGISTERING FOR AN ACCOUNT ON THE WORKPLACE HEALTH PORTAL

Your health declaration questionnaire and any relevant immunisation evidence must be submitted for Workplace Health review on the Workplace Health Portal (WH Portal). WH Portal is a secure and efficient into Workplace Health systems and you should follow the process as outlined below. If you experience any difficulties with your Portal account, please contact us on: tel. 0207 679 2802 or email

NOTE: You may require access to your WH Portal account at a later stage, for example when you graduate and if you need to obtain a copy of your immunisations to bring with you to your placement. It is therefore advisable to provide us with your personal email address as opposed to your school email you may have, which will become invalid soon after you finish your school. If you wish to change your login email address, please contact us at any time.

Type in a password of your choice. The password should be eight characters in length and should contain upper and lower case letters, numbers and at least one special character - for example - ! £ \$ % ^ & \* ( ) #?

Choose a security question from drop-down menu and type in an answer.

Finally, type in the Captcha. If the Captcha symbols are unclear, please re-load them by clicking , or click  to listen to them. Then click on C

4. The WH Portal will send you an automatic verification email - please be sure to click on the link /F1 link h5.32 841.92 reW\* nB/F1 12 T63op



# PART 2. CREATING AND COMPLETING A QUESTIONNAIRE

1. Log in to your account on WH Portal. Click on  as shown:

2. Select the  questionnaire



# PART 3. UPLOADING YO 0 0 1 174.38 796.0.18 0.455 0.71

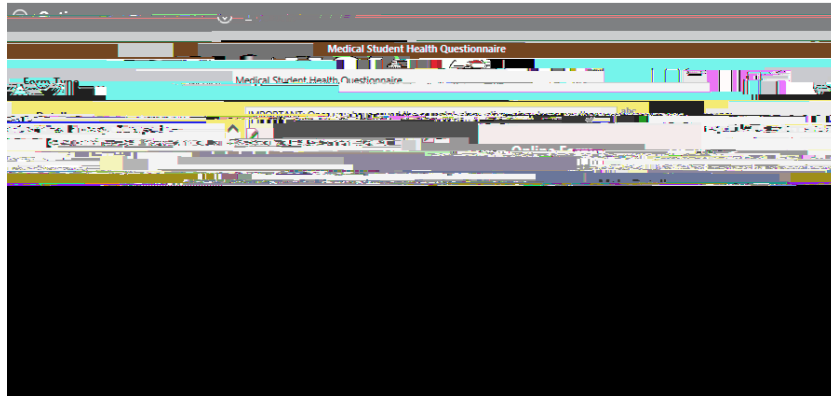
UCL Workplace Health

Tel: +44 (0) 207 679 2802

<https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health>

10. . Please name your [your name]-  
immunisation\_evidence

one file attached to the questionnaire.



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