Loyola University Chicago

LOCUS TRAINING

Entering Immunizations in LOCUS

PeopleSoft, the PeopleSoft logo, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, and Red Pepper are registered trademarks, and The Vantive Corporation, PeopleTalk, and “Applications for eBusiness” are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice. Copyright © 2000 PeopleSoft, Inc. All rights reserved.
Table of Contents

Table of Contents........................................................................................................................................... 2
Entering Immunizations through the Student Center in LOCUS ................................................................. 3
  Working with Titers....................................................................................................................................... 8
  Printing your Immunization Documents ..................................................................................................... 9
Entering Immunizations through the Student Center in LOCUS

1.) In the Student Center, click Immunizations.
In accordance with state legislation and actions of the Illinois Department of Public Health, Loyola University Chicago requires that this document be completed and returned one month prior to the first day of the semester in which a student is first enrolled. This requirement applies to all newly admitted students, including new graduate students, readmitted students, and transfer students.

Missing or incomplete immunization information will BLOCK access to registering OR changing courses.

INSTRUCTIONS:
Complete this online form AND provide verification of these immunization dates by submitting one (or a combination) of the following:
- signed copy of the LUC required immunization form www.luc.edu/wellness.
- records from previous school.
- records from a public health agency.
- records from a health care provider

The Wellness Center FAX number is 773-508-2505

<table>
<thead>
<tr>
<th>Immunization Abbreviation</th>
<th>Trade Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tdap (Tetanus, Diphtheria, Pertussis)</td>
<td>Adacel, Boostrix</td>
</tr>
<tr>
<td>Td (Tetanus, Diptheria)</td>
<td>Decavac</td>
</tr>
<tr>
<td>HepB (Hepatitis B)</td>
<td>Energix-B, Recombivax HB</td>
</tr>
<tr>
<td>VAR (Varicella)</td>
<td>Varivax</td>
</tr>
<tr>
<td>MCV4 (Meningitis)</td>
<td>Menactra, Menevo</td>
</tr>
<tr>
<td>TIV (Trivalent inactivated influenza vaccine)</td>
<td>Afluria, Agriflu, Fluarix, FluLaval, Fluvirin, Fluzone</td>
</tr>
</tbody>
</table>
2.) Click “enter.”

3.) Enter your latest “Booster Date.”

4.) Select the Type of Tetanus Immunization. (If the T/D type is unknown, enter T/D.)
In Immunization Detail, enter the following information:

- **Mozart, Wolfgang Amadeus**
- **Immunization/Test Name:** Tetanus/Diphtheria

**Latest Booster**
- **Booster Date:** 01/22/2009
- **Type of Tetanus Immunization:** T/D

**Primary Shots**
- **Type of Tetanus Immunization:**
  - **Primary 1 Date:**
  - **Primary 2 Date:**
  - **Primary 3 Date:**

5.) Click “OK.”

6.) Select how you are sending your documents.

7.) Click “Save & Submit for Verification.”
You can see that your records have been **Submitted for Verification**.

After your records have been verified, a green checkmark (✅) means that your documents have been verified and accepted and a red circle with a white x (❌) indicates that your records are not compliant.

8.) Click “OK.”
Working with Titers

To enter a Titer, click “Titer Results Sent” and then click “OK.”

If your titer results returned a negative result, you must enter a booster date and resubmit.
Printing your Immunization Documents

1.) Click "Printable Document."

2.) View, save, or print your PDF.

NOTE: Only verified immunizations/health tests will be printed.