How to Complete and Submit TCNJ Pre-Entrance Health Requirements

Step-By-Step Instructions

1) Go to the Student Health Services’ website at http://health.tcnj.edu/. Click on the Incoming Students tab.

2) A menu will drop down – select Pre-Entrance Health Requirements for Undergraduate Students.
3) Read and scroll down the page to **Required Health Forms**.

4) Follow the instructions.
5) When you are ready to log in to OWL, go to https://tcnj.medicatconnect.com. Enter your PAWS username (i.e., smithr) and password. If you don’t know your username and/or password, click here to retrieve them at TCNJ Account Manager.

How to fill out the “New Student Medical History” form in OWL.

1) After you log in, you will be on the OWL Home page. Click on FORMS.
2) Select New Student Medical History.

3) Answer all questions and then click the SUBMIT at the end of the history form. You cannot re-enter this form once it is submitted so be sure to check your answers before you click SUBMIT.
When the Record of Immunization is complete, you are ready to enter your immunization dates into OWL.

1) With your completed Record of Immunization in front of you, click on Immunization from the Home page of OWL.

2) Enter the dates of the immunization required for Undergraduate Students using the Record of Immunization form as your guide. If you had chickenpox illness, please enter the date in the space titled Varicella Disease – History of Chickenpox.

3) When finished, click Submit.
When you are ready to upload documents into OWL:

1) **Click on the Upload tab.**

2) **Scan your documents into your computer.** If you do not have a scanner, you can take a photo of each page of your document and transfer them into your computer.

3) **Choose the form that you will be uploading** such as **Record of Immunization.** You can also choose Record of Immunization even if you are uploading laboratory reports of immunity testing.
4) **Click Select File** and locate the file in your computer and attach it.

5) **Then click Upload.**
6) If you are also submitting the **Physician’s Evaluation for Tuberculosis** form, follow the same instructions above but select that form to upload. You can also upload a Chest X-Ray report in this section if one was performed after a positive TB test.

Follow the same instructions for submitting the **Authorization to Treat a Minor** (if applicable) by selecting that document type and uploading it.