How to complete your Animal Handler form

University Health Center
University of Maryland

January 2019
Step 1

Call the University Health Center to register as a new patient

- Call 301-314-8180 and say “I need to register to submit an Animal Handler Form”
- Have your Department KFS number available at the time of the call
- The registration staff will activate your access to our patient portal, MyUHC
Step 2
Visit MyUHC to complete your Animal Handler Form electronically

- Go to myuhc.umd.edu
- Enter your Directory ID and Password
- Enter your University ID Number
myuhc.umd.edu

Directory ID

Password

Don't Remember Login

Log in

Forgot your password?
Forgot your ID?
Need help?

Having trouble? Please contact the IT Service Desk at 301.495.1500

NOTICE: Unauthorized access to this system is in violation of Md. Annotated Code, Criminal Law Article §§ 8-506 and 7-302 and the Computer Fraud and Abuse Act, 18 U.S.C. §§ 1030 et seq. The University may revokable access to its IT resources as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. § 2510 and the Md. Annotated Code, Courts and Judicial Proceedings Article, Section 19. Subtitle 4. Anyone using this system acknowledges that all use is subject to University of Maryland Policy on the Acceptable Use of Information Technology Resources available at http://www.umd.edu/aur.

By logging in to these application(s) I acknowledge and agree to all terms and conditions regarding my access and the information contained therein.

Web Accessibility
University ID #
Click "appointments"

We know that you don’t have an “appointment” per say, but this is the verbiage that we use within our system.
You will see an appointment that says “OH Form Review”, Click “Complete Questionnaire”
Complete the questionnaire
At the bottom of the questionnaire, click “Submit Final”. You can “Save Partial” if you need to come back to the form later.
Upload evidence of a Tdap vaccine within the past 10 years
Click Immunization Uploading
Enter date of last Tdap
Click “Add immunization record” and attach documentation of Tdap

Click Save Partial when complete
In several days, you will get an email saying “you have a message from the UHC”. Follow the link, open the message, that will be your Animal Handler Clearance, or instructions about what additional steps you need to take to gain clearance. Print this, keep a copy and give a copy to your PI. The message remains in the portal if you have to access it in the future.
If you are working with certain animals, you will get a message in about a month to ask about the development of allergy symptoms. Please reply to this message.