

SSD Instructions for Uploading Documents using the [Online Student Health Portal](#)

The SSD student database is secure, and the secure [Online Student Health Portal](#) has a direct connection to the SSD database. The only access to SSD is uploading documentation. No information from your SSD file can be accessed through this secure portal link.

- Click, or Ctrl+Click, on the “Online Student Health Portal” hyperlink above, then log in.
- Once in the portal, click on the “Upload” tab in the banner at the top of the page.
- From the Upload page, in the “Choose document you are uploading” drop-down list, select “Disability Documentation.”
- SSD has specific file/format instructions below. Each submission triggers an SSD email to your VT email account acknowledging its receipt.

Document Requirements:

- Student’s Name and Birthdate must be on ALL documentation!
- **ONLY Images** (.gif, .png, .tiff, .tif, .jpg, .jpeg) **AND Documents** (.txt, .pdf) can be uploaded! You must convert MS Word (.docx) documents by Printing to PDF format.
- Scan in black and white, or at a setting of ≤ 300 DPI to achieve a smaller file.
- If you have multiple pages in a single document, try to scan all pages as one document if appropriate. Multiple reports can be submitted individually.
- The document must be smaller than 4 MB (4,000 KB). If your file is larger than 4 MB/4,000 KB, then Print selected pages to PDF to split the large document into roughly equal page-sets (e.g. pages1-20; 21-40), and submit each set separately.
- Browse to your file and select it.
- Click Upload.
- SSD will receive the documentation and send an email to the student acknowledging it.