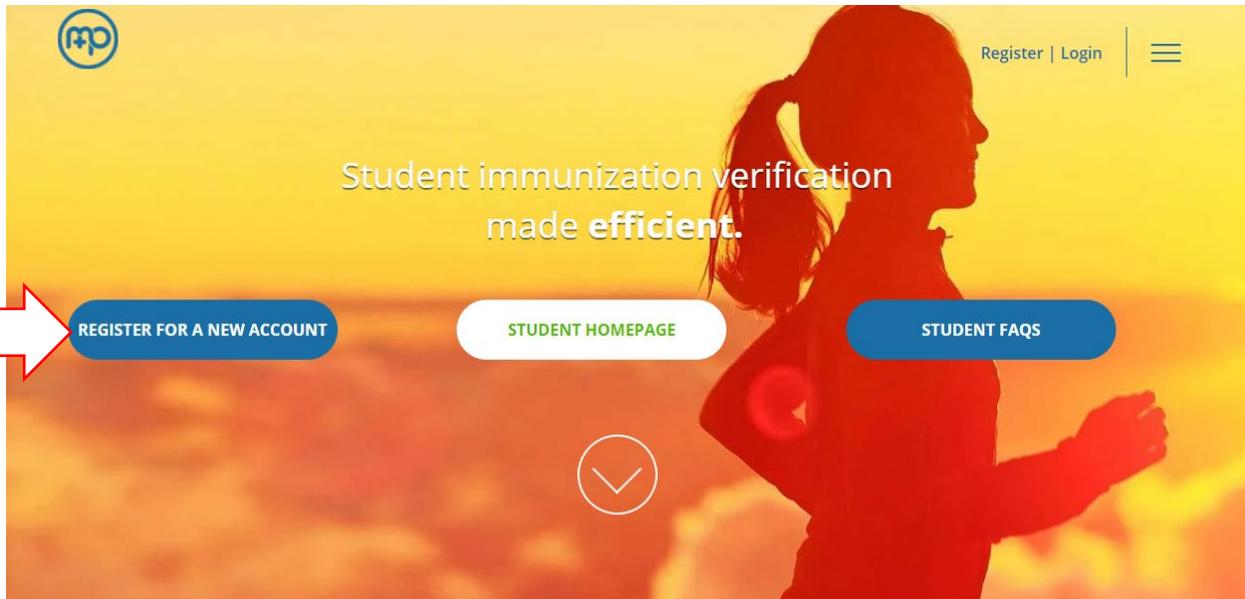


## How to upload your Med+Proctor vaccine record to The University of Akron

**STEP 1:** Register for a New Account at [Home \(medproctor.com\)](https://medproctor.com) – if you currently have an account use the Login at the top right of the screen. You must use your UA e-mail address for this step.



**STEP 2:** Med+Proctor will send a verification email. Click the link in the email to Complete the Personal Contact Information and click “Continue” at the bottom of the page.

**Personal Contact Information**

First Name *	<input type="text" value="Jane"/>	<input type="button" value="Profile"/>
Middle Name	<input type="text"/>	<input type="button" value="Document"/>
Last Name *	<input type="text" value="Doe"/>	
Date of Birth *	<input type="text" value="01/01/1999"/> <small>Format mm/dd/yyyy</small>	
Sex *	<input type="text" value="Female"/>	
Address 1 *	<input type="text" value="The University of Akron"/>	
Address 2	<input type="text"/>	
City *	<input type="text" value="Akron"/>	
State/Province/Region *	<input type="text" value="OH"/>	
Zip/Postal Code *	<input type="text" value="44325-6301"/>	
Country *	<input type="text" value="United States"/>	
Preferred Phone *	<input type="text" value="111-111-1111"/>	
Backup Email *	<input type="text" value="zippy@uakron.edu"/>	

A personal email address different than your university address.

chat now

You can select someone to speak with Med+Proctor support on your behalf. Federal laws prohibit sharing your medical and educational record with anyone without your express permission. We will not be able to discuss your medical record or enrollment with the person you select. We will be able to discuss only your Med+Proctor account status with the person below.

Third Party Relationship \* Other

Third Party Email marsitaw11@hotmail.com

Continue...

\*If you don't want to add a Third Party Relationship, select "None" from the dropdown menu.

**STEP 3:** Complete the Entering Term and click "Continue"

Note: for UA employees there is a Requirement Group for Faculty/Staff

The University of Akron Messages Status Account Sign Out

Entering Term

**Attention**  
Selecting the incorrect requirement group can significantly delay the processing of your records.  
For more information about selecting the right requirement group visit <https://support.medproctor.com> and search our knowledge base.

Requirement Group \* Select

Campus Resident? \* Select

Continue...

Profile

**STEP 4:** Complete the Emergency Contact Information and click "Continue"

The University of Akron Messages Status Account Sign Out

Emergency Contact Information

First Name \* |

Last Name \*

Relationship \* Select

Notify if Hospitalized? \* Select

Email

Primary Phone \*

Secondary Phone

Continue...

Profile

Document

**STEP 5:** Review the End User License Agreement, Enter your Full Name, Click “Agree” if you agree and would like to move forward with the use of Med+Proctor

Med+Proctor Agreement

## END USER LICENSE AGREEMENT / TERMS OF USE

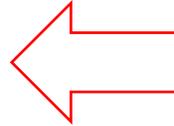
**IMPORTANT: PLEASE READ THIS EULA CAREFULLY.**  
Med+Proctor is a developer and distributor of educational and medical record management hardware, software, and mobile applications. Med+Proctor also provides Services to Educational Institutions, which use its proprietary Program.

This EULA is between Med+Proctor and User. Please read this EULA carefully, as User accepts and agrees to be bound by all Terms by accessing and/or using the Site, Program and/or Services. If User does not accept or agree to be bound by the Terms of this EULA, then User should not access or use the Site, Program and/or Services, and User must immediately exit this Site and/or discontinue use of the Program and/or Services. The access and/or use of the Site, Program and/or Services signifies User's acceptance and continued acceptance of Med+Proctor's Terms, including this EULA, and any revisions thereto.

The Site, Program, and/or Services are to be accessed and used only by Users (and/or their Representatives) who are thirteen (1) years of age or older and who consent to and authorize any and all privacy waivers requested by Med+Proctor. By accessing and/or using the Site, Program and/or Services, the User acknowledges, represents

Enter your full name

Enter your full name for use as an electronic signature



**STEP 6:** The Agreements screen provides access to the End User License Agreement – Click “Continue” to move to the next screen



[Messages](#) [Status](#) [Account](#) [Sign Out](#)

### Agreements

End User License Agreement



**STEP 7:** You have the **OPTION** to pay a one-time fee of \$10 for lifetime access to your immunization records. This is optional and **not necessary** for your record submission to The University of Akron.

To submit your records to The University of Akron **click the grey box at the bottom of the screen** “No thank you. I do not want access to my documents later”

If you would like access to the documents, click the **green** box at the top to pay the \$10 lifetime fee.



[Messages](#) [Status](#) [Account](#) [Sign Out](#)

Ready to submit your documentation?

★ [Submit your immunizations with M+P Pro!](#)

**Benefits**

One-time, easy payment of \$10.00

Priority Access to support staff and verification services.

Lifetime Access: Download and use your immunization forms anytime you need them.

Centralized, Secure Storage: All of your relevant health information in one location.

Access to the Association of American Medical Colleges (AAMC) form which is accepted nationwide.

Generate your complete health record with just one click!  
Great for transfer of health information to other organizations.

No, thank you. I do not want access to my documents later.

[Profile](#)

[Document](#)

**STEP 8:** Upload a document. Select Document Type then Select a File by clicking the “Choose File” button to upload your vaccine record. Click “Continue”



[Messages](#) [Status](#) [Account](#) [Sign Out](#)

Documents

**Download Documents**

[Immunization Certificate](#)

**Upload a Document**

JPEG (.jpeg or .jpg) images are preferred.

Need to correct a document you have submitted? Simply select the document type and choose the corrected file in the form below.

Document Type \*

Select

Select a file \*

[Choose Files](#) No file chosen

[Continue...](#)

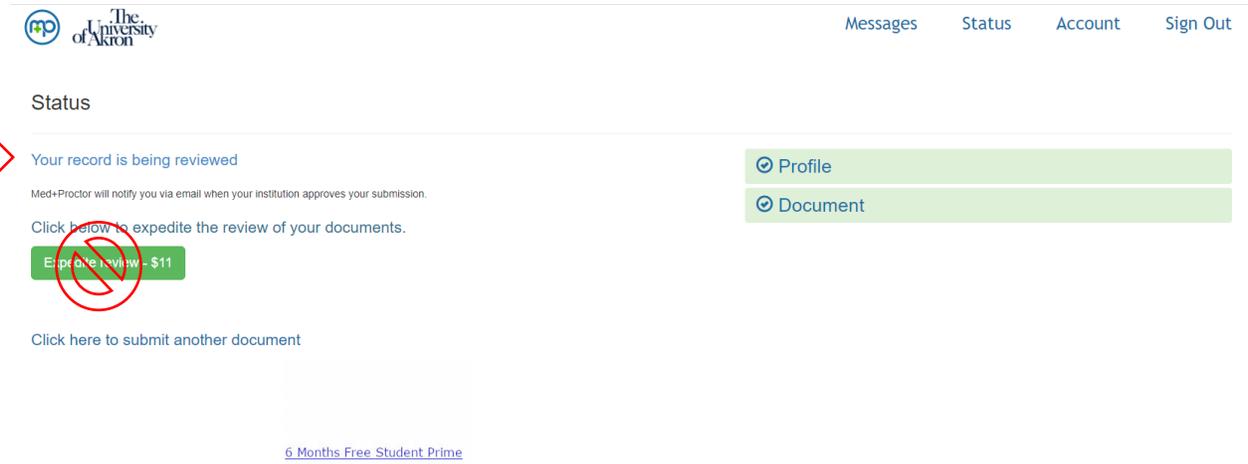
You've uploaded 0 documents. Upgrade your account to view your documents!

[Profile](#)

[Document](#)

**STEP 9:** The final screen will show your “record is being reviewed” and Med+Proctor will let you know when your record has been approved.

NOTE: **Expedite review** – is not required



The screenshot shows the Med+Proctor interface for The University of Akron. At the top, there are navigation links for Messages, Status, Account, and Sign Out. The main heading is "Status". Below it, the message "Your record is being reviewed" is displayed, with a red arrow pointing to it. A sub-message states: "Med+Proctor will notify you via email when your institution approves your submission." Below this, it says "Click below to expedite the review of your documents." There is a green button labeled "Expedite review - \$11" which is circled in red with a red 'X' over it. To the right, there are two green buttons: "Profile" and "Document". At the bottom, there is a link "Click here to submit another document" and a footer link "6 Months Free Student Prime".

**STEP 10:** Within a few days of record submission, you will receive an email from Med+Proctor letting you know your information has been verified as compliant (example below).

This email can be used to receive a free tee shirt. Simply show this verification email to the Department of Student Life’s Administration Desk staff Monday through Friday, from 8 a.m. to 5 p.m., to receive your free t-shirt.



Your required medical information has been verified as compliant.

Thank you,  
Your friends at Med+Proctor