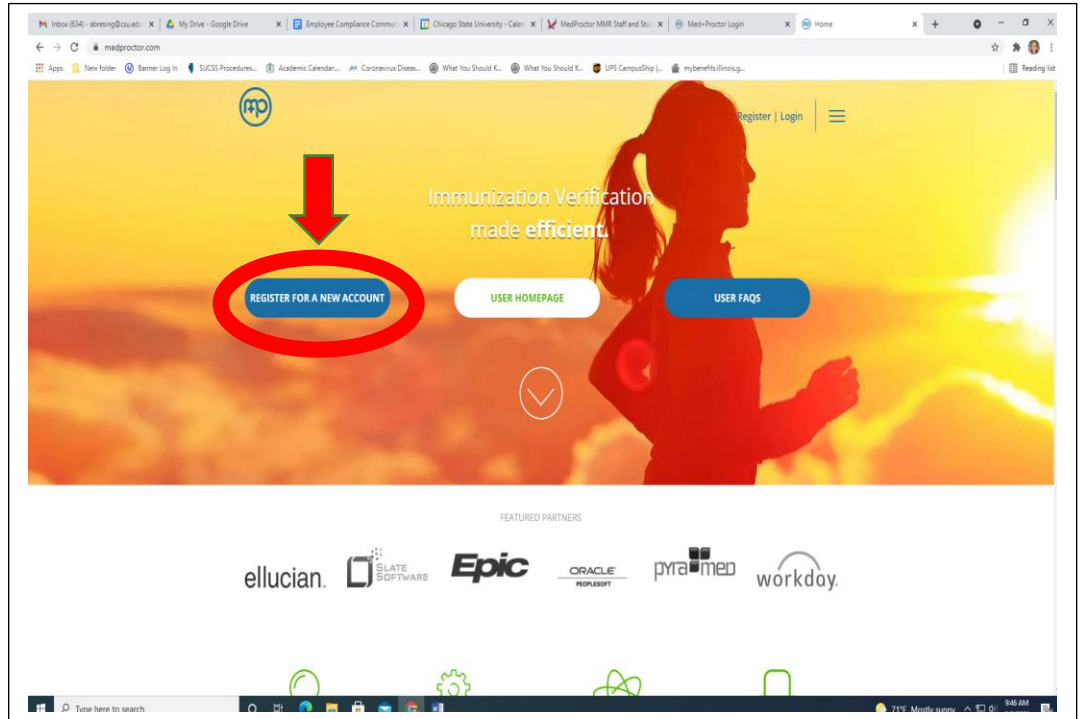




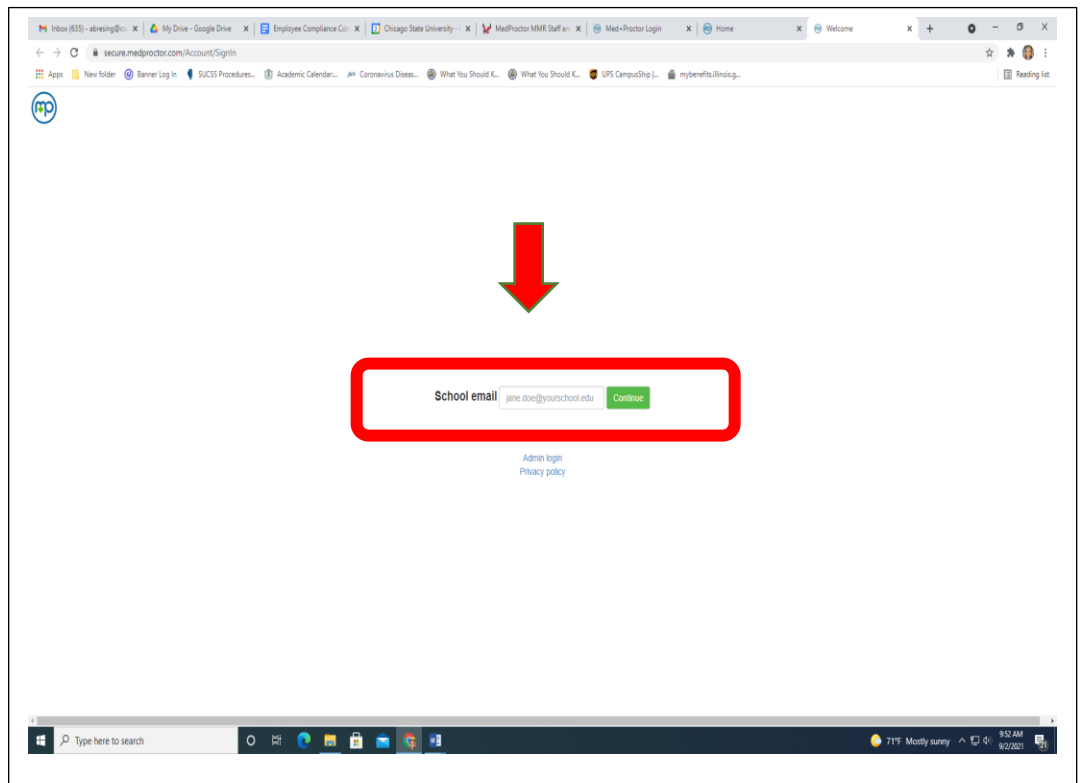
INSTRUCTIONS FOR SUBMITTING VACCINE VERIFICATION & WEEKLY TESTING RECORDS USING MED+PROCTOR FOR EMPLOYEES & STUDENTS

1. Go to the Med+Proctor website & choose "Register"

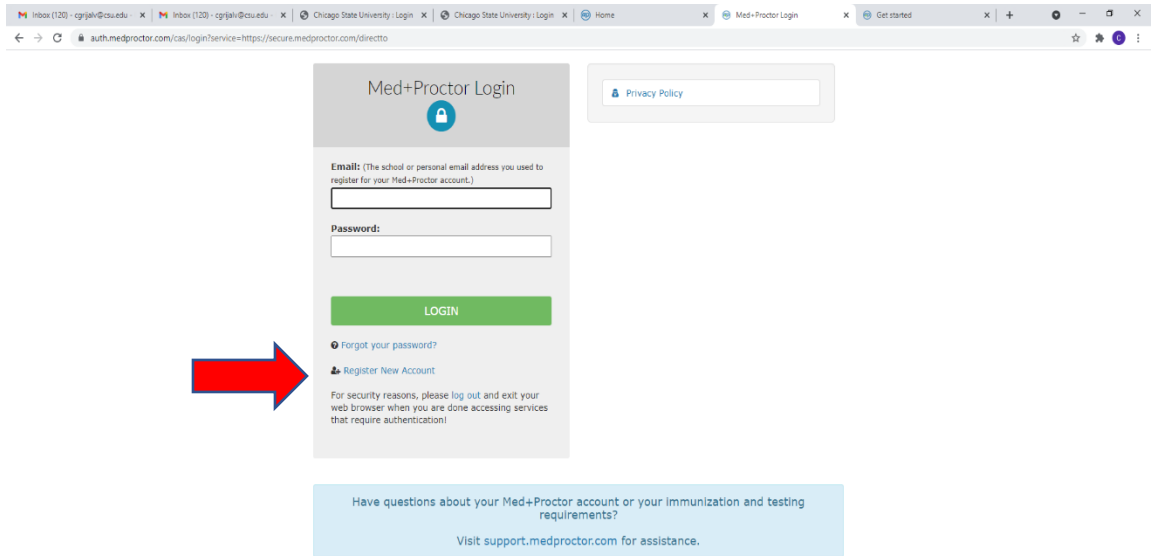
www.medproctor.com



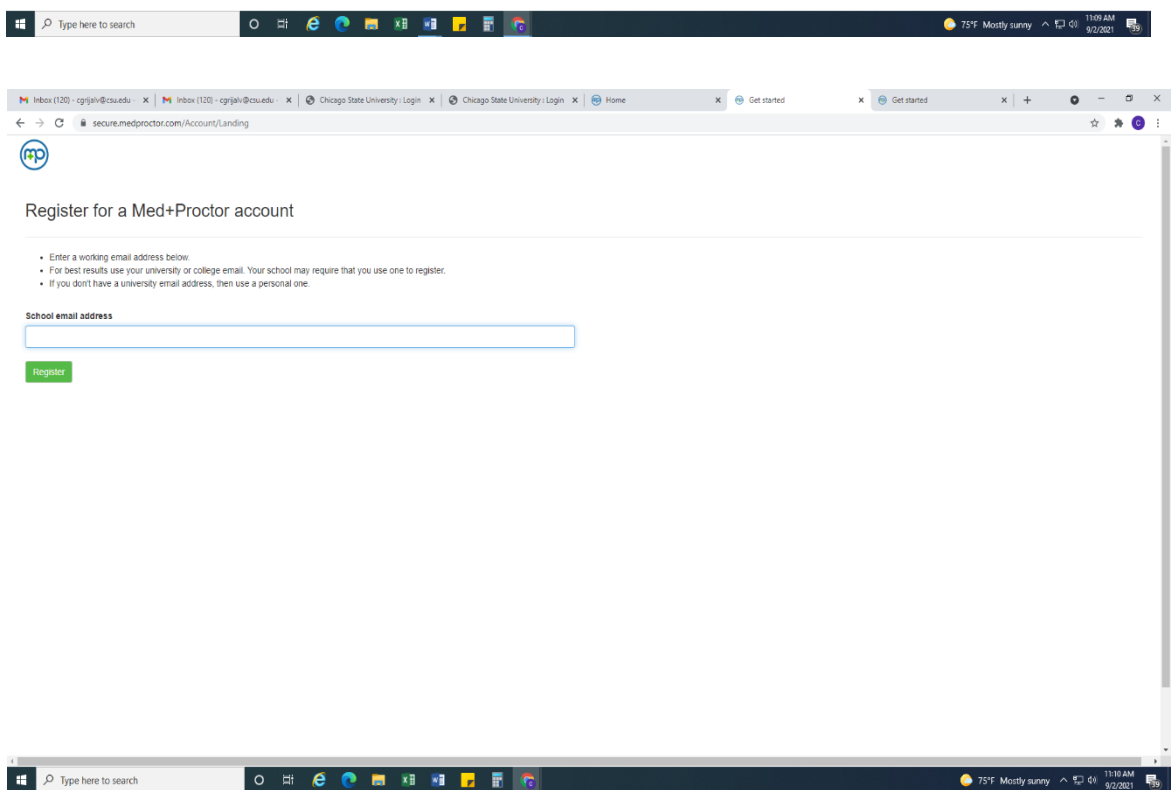
2. Register with your CSU email address. Med+Proctor will only work with an official Chicago State University email address.



3. Register New Account—do not log in here.



4. Register for a Med+Proctor account here. It is important to use your Chicago State University email address here.



5. Please create a password for your Med+Proctor account and provide your first and last name and date of birth. This is a secure, private system that is encrypted. All information is owned by CSU. For more information, please see the Med+Proctor privacy statement on the main webpage.

Welcome! Let's get started.

The email address you entered is associated with a Med+Proctor university or college. If you are not completing this application for **Chicago State University** then please contact support at help@medproctor.com.

Email Address

Securing your personal data is very important to Med+Proctor.

- Use 8 or more characters
- Keep your password secret
- Pick a password that will be easy to remember but hard to guess
- Do not use common passwords or familiar phrases.

Password

First Name

Last Name

Date of Birth

Phone

A timed screen indicating an email will be sent school email.

6. Additional biographical data is added on this screen.

CHICAGO STATE UNIVERSITY

Messages Status Account Sign Out

Personal Contact Information

First Name * Profile

Middle Name

Last Name *

Date of Birth *

Sex *

Address 1 *

Address 2

City *

State/Province/Region *

Zip/Postal Code *

Country *

Preferred Phone *

Backup Email *

A personal email address different than your university address.

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.

7. Select students or employee from the drop-down menu. Click continue to fill out the next few pages of registration information including name, DOB, phone, password, personal and emergency contact information.

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.

Entering Term *

✓ Select
Students
Employee

Student ID *

Campus Resident? *

Select

Continue...

8. Agree to the License Agreement by entering your full name and click continue.

Messages

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

Agree

Agreements

End User License Agreement

Continue...

5. IMPORTANT:

You may choose to purchase the \$10.00 MP package for permanent access to your records.

However, it is not required to submit your records to CSU.

**PLEASE
CHOOSE
THE GRAY
BUTTON AT THE
BOTTOM.**

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.



6. In document type, select “supporting document” if you are using **any** of the following: **COVID-19 vaccine card** (front and back), immunization records from a healthcare provider, public health department, state immunization registry, or military immunization record. Make sure it is a .jpeg of the document and click continue to upload.

You will also upload your weekly test results here.

Documents

Download Documents

Immunization Certificate

Exemption request form

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

Immunization Certificate

Supporting Documentation

Covid Lab Results

Select a file *

Continue...



9. Med+Proctor will notify you via email when your documents are approved. Review from Med+Proctor is fairly fast, so there is **no need to pay \$10 to expedite review.**

Your record is being reviewed

Med+Proctor will notify you via email when your institution approves your submission.

~~Click below to expedite the review of your documents.~~

~~Expedite review - \$10~~

[Click here to submit another document](#)

If you have any questions or issues when registering for Med+Proctor, please contact <https://www.medproctor.com/user-help> for more information and assistance logging in.