



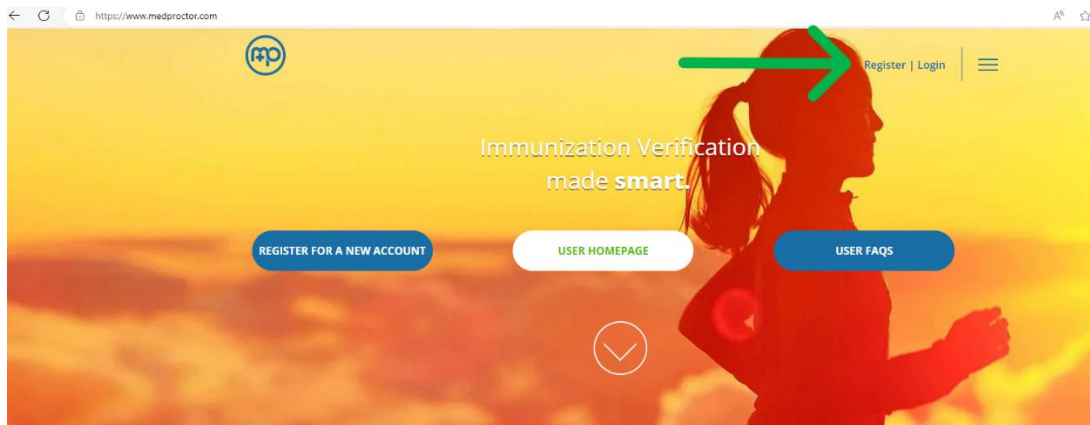
Uploading Documents into Med+Proctor



1. To begin uploading documents, visit the Med+Proctor website using the following URL code:

<https://www.medproctor.com/>

2. Click “Register” at the top right corner of the webpage.



3. Type in your Manchester University assigned email address. DO NOT use personal or work email addresses.

School or work email

[Admin login](#)
[Privacy policy](#)

4. Create your own password.

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

Date of Birth
Format mm/dd/yyyy.

[Register](#)

5. Complete all prompts including full name, date of birth, requirement group, term, student ID, and campus resident.

Profile

First name *

Last name *

Date of birth *
Format mm/dd/yyyy.

Requirement Group *

Term *

Student ID *

Campus Resident *

[Continue...](#)

6. Complete the Emergency Contact Information.

Emergency Contact Information

First Name *

Last Name *

Relationship *

Notify if Hospitalized? *

Email

Primary Phone *

Secondary Phone

[Continue...](#)

- [Profile](#)
- [Immunizations](#)
- [Document](#)

7. Sign the End User License Agreement.

8. To upload documents, select the document type, then click 'Choose Files' to upload your immunization forms and click 'Continue.'
 - a. You can take a CLEAR picture of your form and upload it from your phone, you can email the form to yourself and upload it from your computer, or you can scan forms to your email to upload. All PHI is stored onto Med+Proctor due to limited space available within Health Services.

Documents

The screenshot shows a web interface for uploading documents. On the right side, there is a vertical navigation menu with three items: 'Profile', 'Immunizations', and 'Document', each with a circular icon and a green background. The main content area is divided into two sections. The top section, titled 'Download Documents', has a pink background and contains two links: 'Immunization Certificate and Physical Form' and 'Health History Form'. The bottom section, titled 'Upload a Document', has a light blue background and contains instructions: 'JPEG (.jpeg or .jpg) images are preferred. Already have an official vaccine record? You can upload that here as well. Need to correct a document you have submitted? Simply select the document type and choose the corrected file in the form below.' Below the instructions is a form with a 'Document Type' dropdown menu (currently set to 'Select') and a 'Select a file' field with a 'Choose Files' button and the text 'No file chosen'. A green 'Continue' button is located below the form. At the bottom of the page, there is a green banner that reads: 'You've uploaded 10 documents. Upgrade your account to view your documents!'

9. Processing time for documentation takes approximately 1 week from the date of submission. You will receive a message once your account is verified. Or, if you are missing immunization requirements, you will receive a message letting you know of the missing requirement.
10. All documentation is to be completed and uploaded by **August 1st**!
11. If you have any questions regarding your Med+Proctor account, you can email help@medproctor.com. If you have any questions regarding Manchester University's Health Services requirements, you can email healthservices@manchester.edu.