

Med+Proctor Instructions

Facts about Med+Proctor (M+P)

- No cost to upload your documents.
- Option to upgrade to M+P Pro for \$12 and get lifetime access to the records you upload, expedited verification, and more
- MVC relies on M+P to verify that your vaccine records meet the institution's immunization requirements.
 - proof of 2MMR for all students
 - complete Tuberculosis (TB) Risk Assessment
 - MCV4 meningitis vaccine >16 for students living on campus.
 - Tdap vaccine
- COVID vaccine is not required at this time but is strongly recommended. M+P is where students/faculty/staff will upload COVID vaccine records.
- All students will upload to M+P

How to set up your account:

1 – Go to www.medproctor.com

2 – Click “Register” if setting up a new account (Top right)

You must use your MVC email address to set up your account. Your MVC email is your initials and the last 4 numbers of your student ID@moval.edu (example: **abc0123@moval.edu**)

If you do not know your MVC email address, call the MVC IT helpdesk at (660) 831-4444 or email it_group@moval.edu

3 – **Profile**

Name and Birthdate

Term: **2022-2023**

Student ID# (9-digits) ex. 100123456

Campus Resident-It is important that you select **"YES"** if you are or will be living on campus

4 – **Agreement**– Scroll to the bottom of the Agreement Statement and then sign

5 – **Tuberculosis Questionnaire** – Read and answer questions, click Continue

6 – **Documents-**

This is the first screen that M+P will offer you the \$12 upgrade. This is optional but highly recommended. If you decide you do not want it, click the gray box that says “no thank you..” and you will still be able to upload your documents. (The \$12.00 fee will give you lifetime access to immunization records and allows an instant view of document uploads)

Select Document Type:



Documents

Download Documents

[Immunization Certificate](#)

Upload a Document

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.

Document Type *

Select a file *

- Select
- Immunization Certificate
- Supporting Documentation
- COVID Vaccine

[Continue...](#)

You've uploaded 0 documents. [Upgrade your account to view your documents!](#)

Vaccine records go under “Immunization Certificate.”

Select a File type: you can upload or scan a *clear, easy-to-read* picture or screenshot from your cell phone or a computer.

7 – Status

If you did NOT upgrade to the \$12 M+P Pro, you will not be able to see the documents you uploaded. Without M+P Pro, you will have to wait until M+P verifies them to see if they meet the criteria. There is another opportunity to pay the \$12 for “Expedite Review”. This is optional, not required. M+P will send an email to your MVC email address with a notification of verification.

8 – Vaccine Passport

We recommend logging back into M+P approx. 2-5 business days after you upload and clicking on “**Vaccine Passport**” to see what has been verified.

9 – HELP

If at any time you have a question or problem uploading to M+P, start by using the “LIVE CHAT” at the bottom right of the M+P screen. If after hours, “live chat” changes to “leave a message”. The MVC Health Center staff cannot assist you with M+P uploading or technical issues but are available for general questions regarding requirements. If Medical or Religious exemptions are desired, supporting documentation is required.