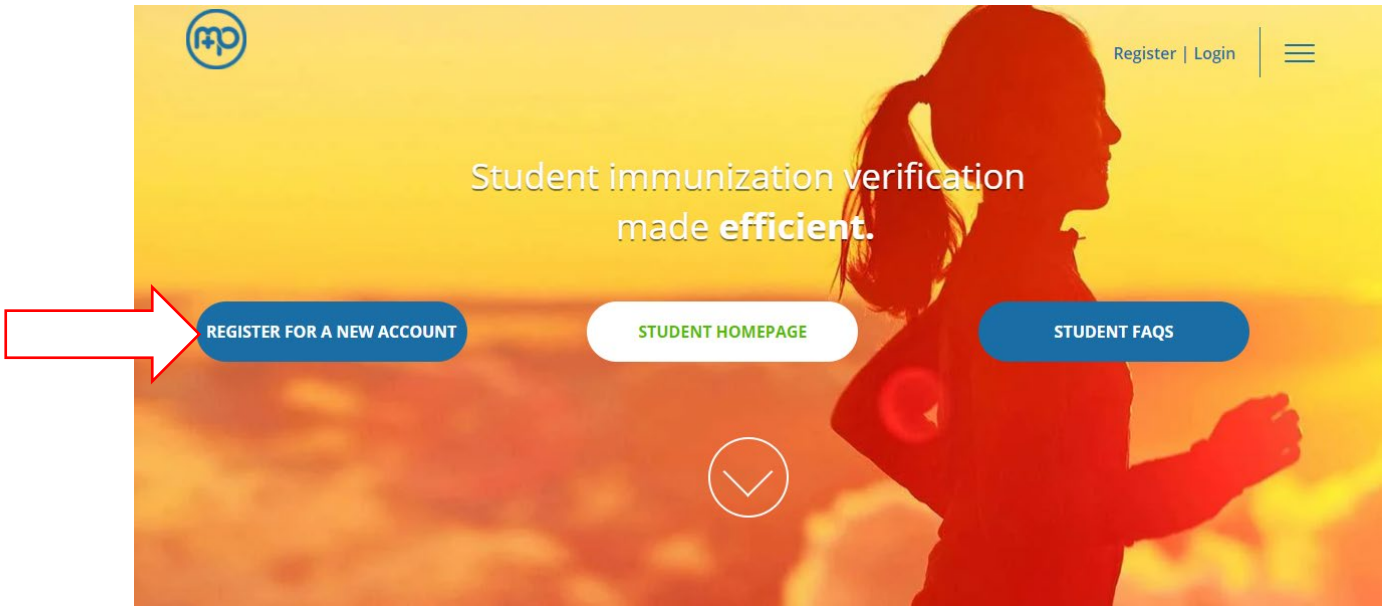
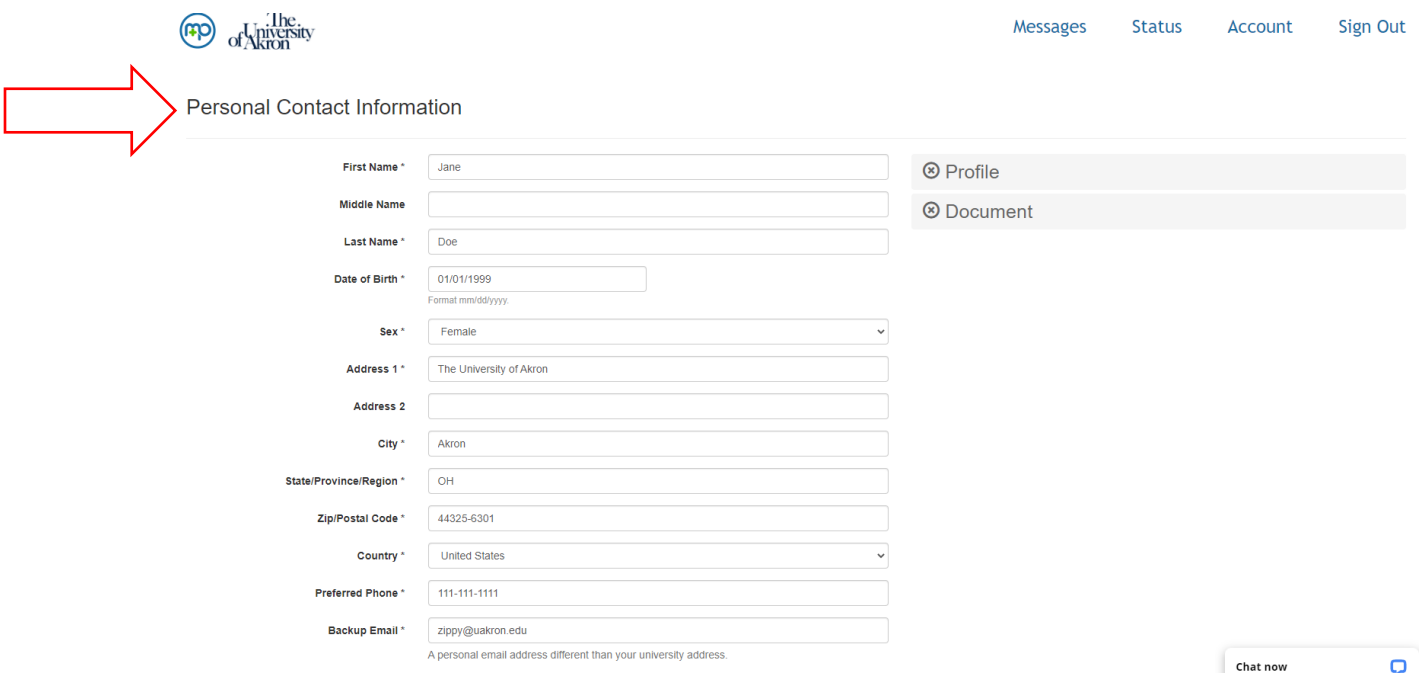
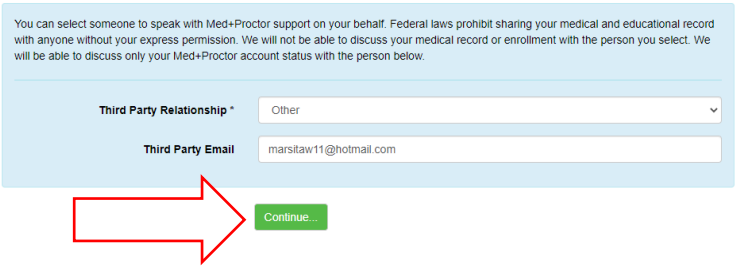
How to upload your Med+Proctor vaccine record to The University of Akron

STEP 1: Register for a New Account at Home (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.

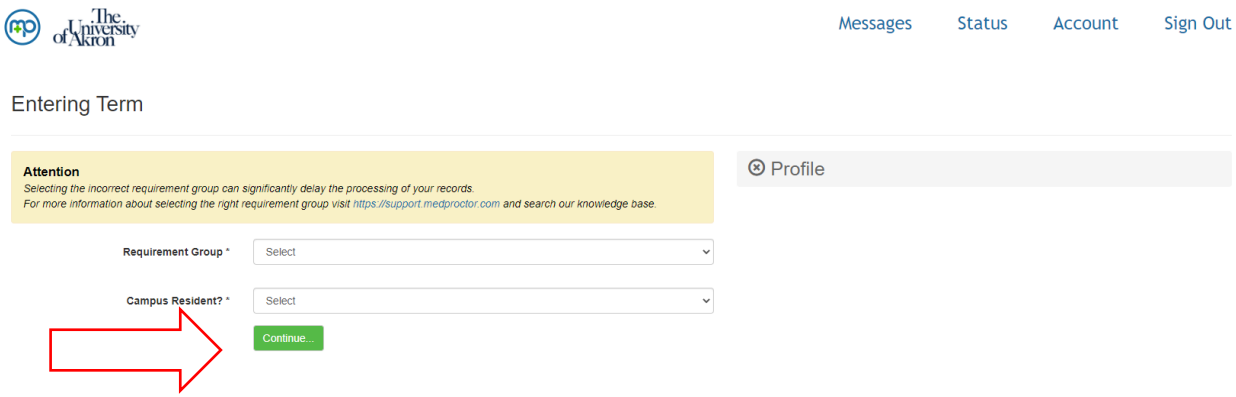




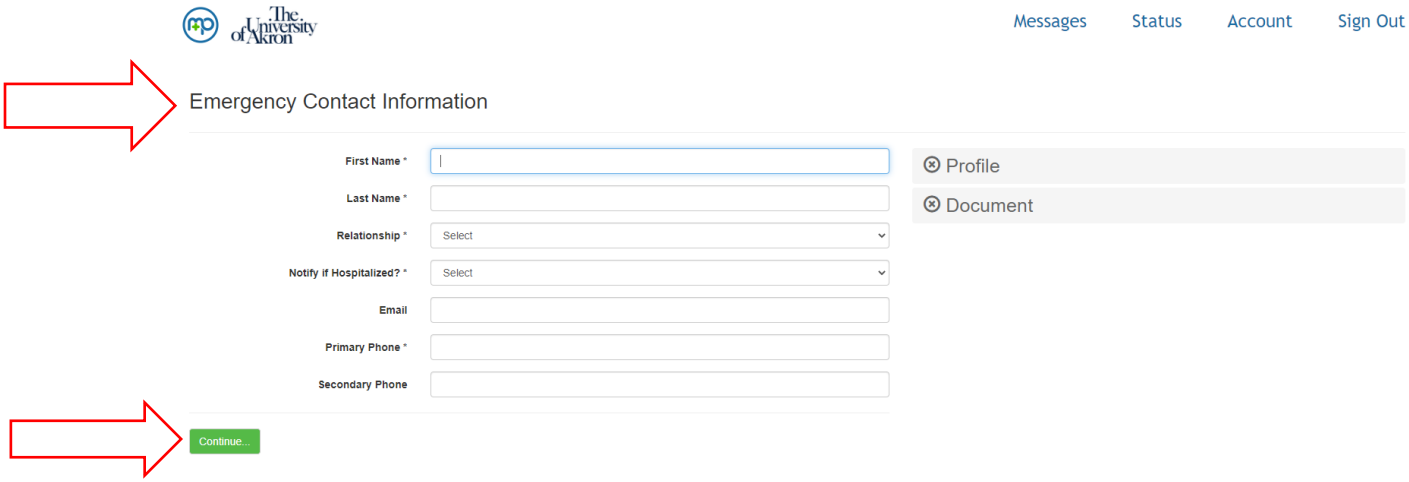
*If you don't want to add a Third Party Relationship, select "None" from the dropdown menu.

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

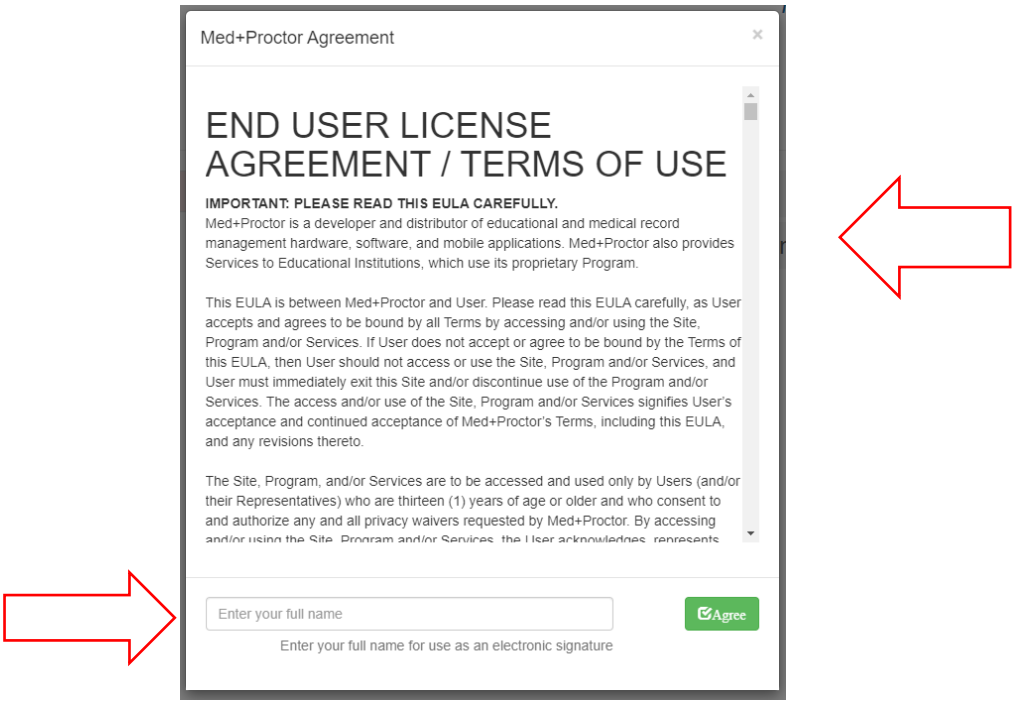
Note: for UA employees there is a Requirement Group for Faculty/Staff



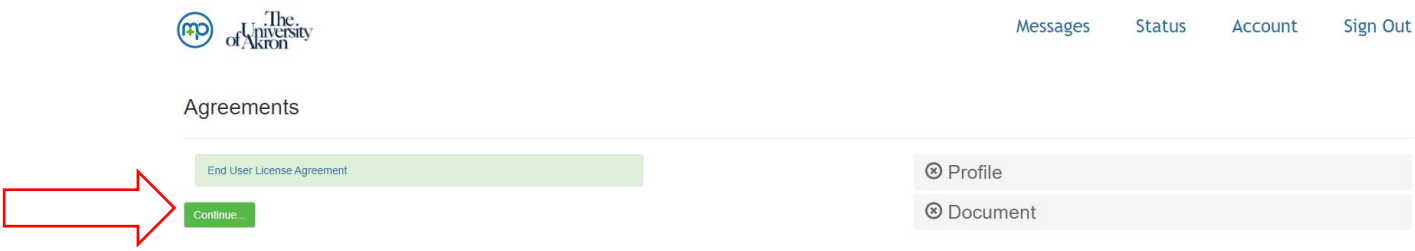
STEP 4: Complete the Emergency Contact Information and click "Continue"



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



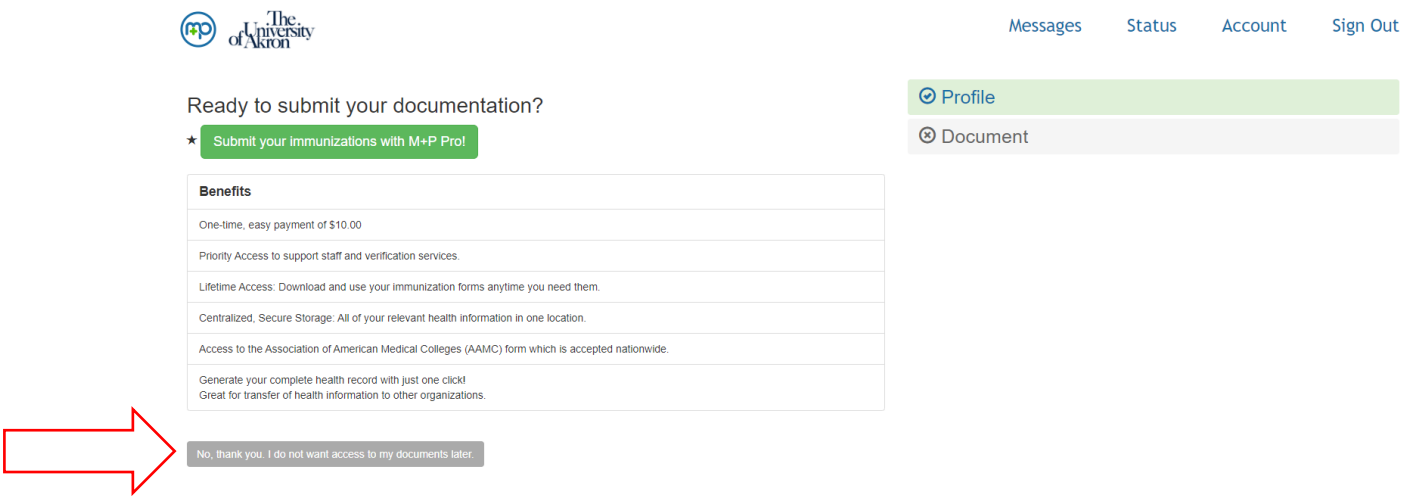
STEP 6: The Agreements screen provides access to the End User License Agreement – Click “Continue” to move to the next screen



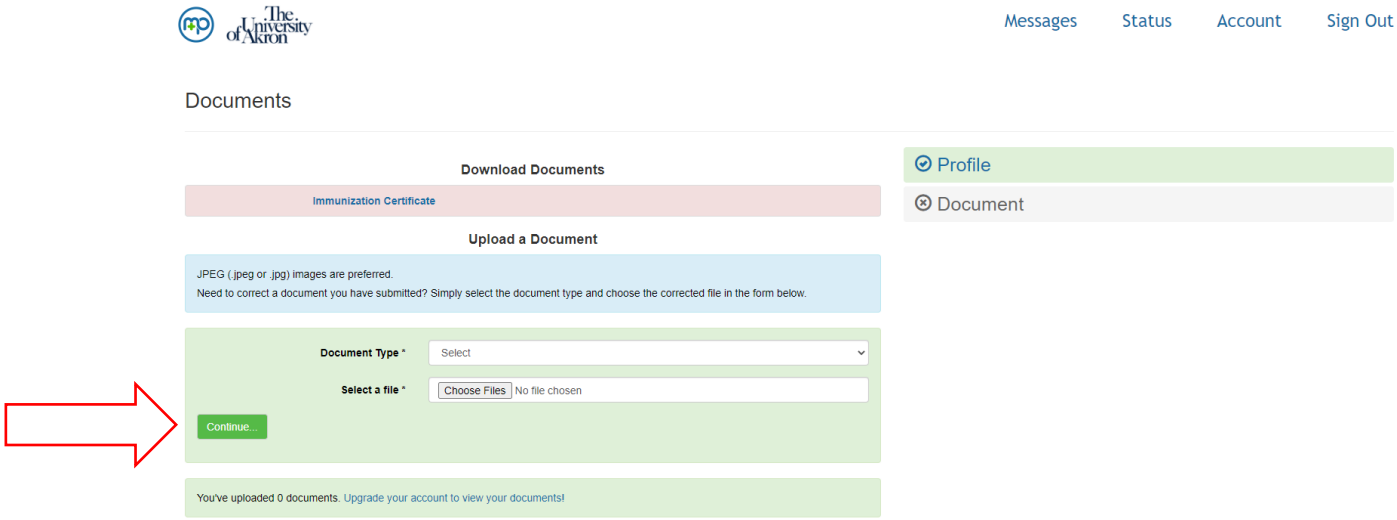
STEP 7: You have the **OPTION** to pay a one-time fee of $10 for lifetime access to your immunization records. This is optional and **not necessary** for your record submission to The University of Akron.

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.

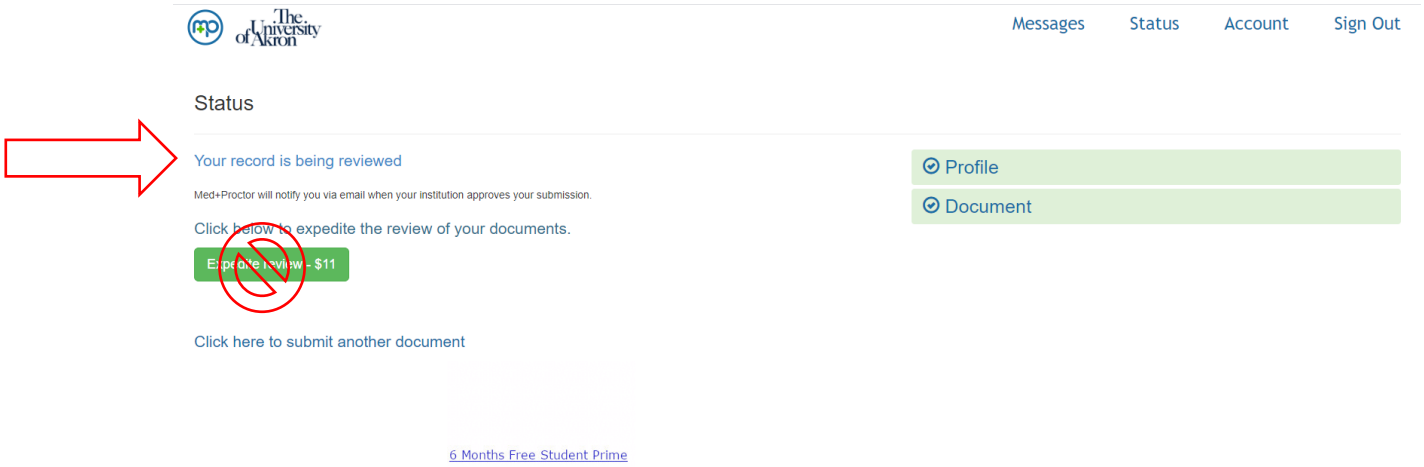


STEP 8: Upload a document. Select Document Type then Select a File by clicking the "Choose File" button to upload your vaccine record. Click "Continue"



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



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