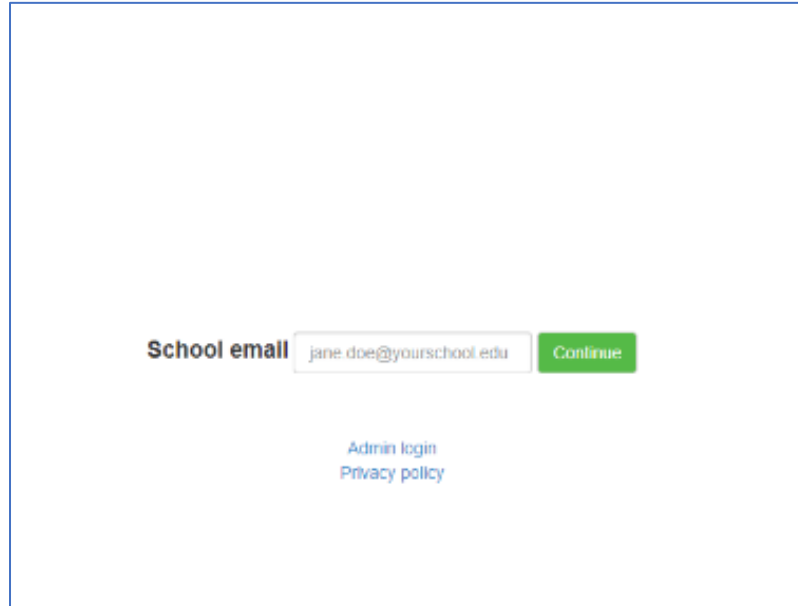**INSTRUCTIONS FOR STUDENTS - UPLOADING COVID-19 DOCUMENTATION**
**UNIVERISTY OF LA VERNE**
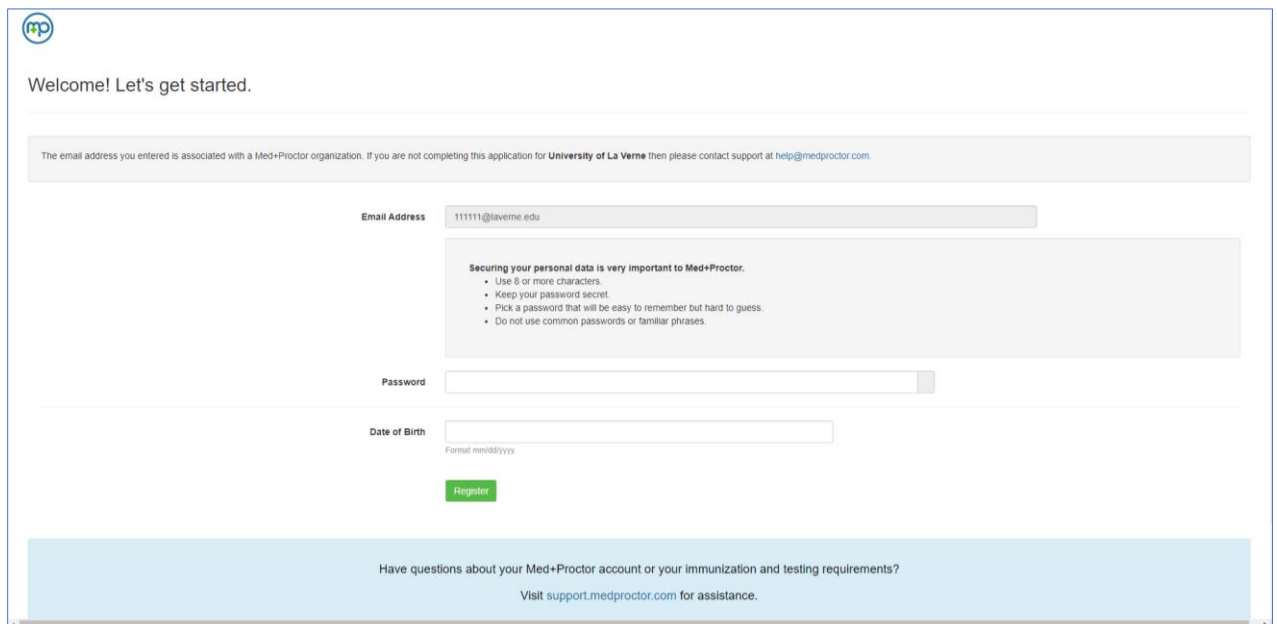
1. Go to [Med+Proctor Registration Page](#)

2. Enter your University of La Verne Email address



3. Create an Account
   a. Create a password
   b. Enter your DOB

4. Create a profile by completing indicated fields
   a. Fist Name, Last Name, DOB
   b. Requirement group: Student
   c. Term: 2022
   d. Student ID: Your ULV SID
   e. Campus Resident: Living On-Campus or Planning to live On-Campus (yes, no, unknown)



5. Review and Sign agreement



6. Agreements
   a. Click on Continue

7. Access service free of charge
    a. Select gray box on bottom of page "No, thank you. I do not want to access to my documents later."



8. Upload Electronic Record (Picture of Record is acceptable - .jpeg or .jpg are preferred).
    a. Document Type
        i. Supporting Documentation: do not select, not being used at this time.
        ii. COVID Lab Results: Results from a COVID Test
        iii. COVID Vaccine: Records showing that you are vaccinated and/or boosted
    b. Choose file: select location where file being stored



9. You are done. Your records will be reviewed, verified and you will be contacted as appropriate.