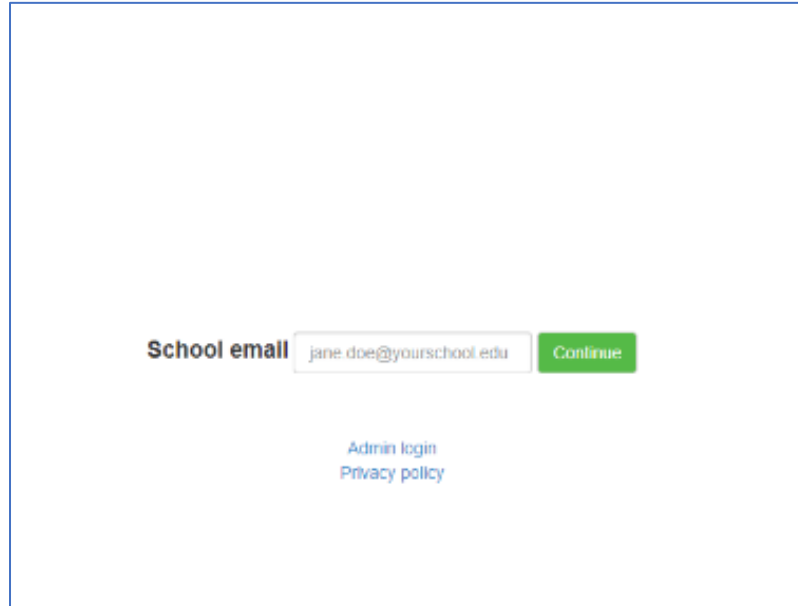


INSTRUCTIONS FOR STUDENTS - UPLOADING COVID-19 DOCUMENTATION UNIVERSITY OF LA VERNE

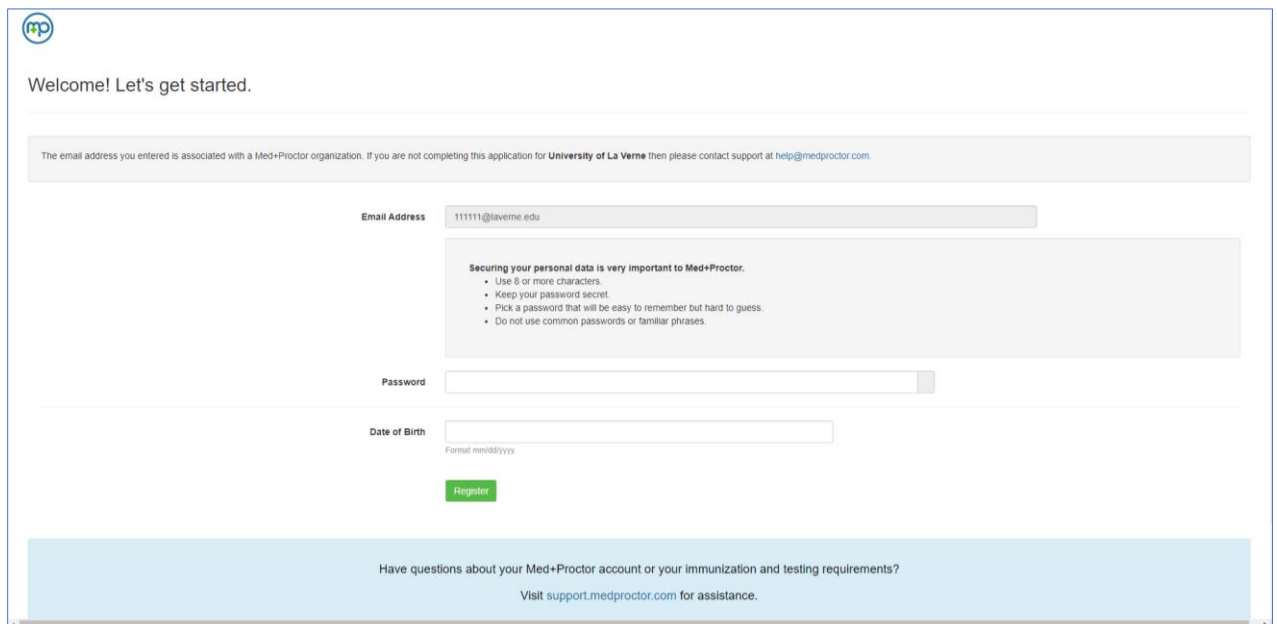
1. Go to [Med+Proctor Registration Page](#)
2. Enter your University of La Verne Email address




School email

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

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





Welcome! Let's get started.

The email address you entered is associated with a Med+Proctor organization. If you are not completing this application for **University of La Verne** 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

Date of Birth
Format mm/dd/yyyy

Have questions about your Med+Proctor account or your immunization and testing requirements?
Visit support.medproctor.com for assistance.

4. Create a profile by completing indicated fields
 - a. First 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)

The screenshot shows the 'Profile' creation page on the University of La Verne website. The page has a header with the university logo and navigation links for 'Messages', 'Status', 'Account', and 'Sign Out'. The main content area is titled 'Profile' and contains several input fields: 'First name', 'Last name', 'Date of birth' (with a date picker showing 11/04/1973), 'Requirement Group' (a dropdown menu), 'Term' (a dropdown menu), 'Student ID', and 'Campus Resident' (a dropdown menu). A green 'Continue' button is located at the bottom of the form. On the right side, there is a sidebar with a 'Profile' tab selected.

5. Review and Sign agreement

The screenshot shows a dialog box titled 'Agreement' with a close button in the top right corner. The text inside the dialog reads: '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 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 the 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...'. At the bottom of the dialog, there is a text input field labeled 'Enter your full name' and a green 'Agree' button.

6. Agreements
 - a. Click on Continue

The screenshot shows the 'Agreements' page on the University of La Verne website. The page has a header with the university logo and navigation links for 'Messages' and 'Status'. The main content area is titled 'Agreements' and contains a list of agreements. The first agreement is 'End User License Agreement', which is highlighted in green. Below it is a green 'Continue...' button. On the right side, there is a sidebar with two tabs: 'Profile' and 'Document', with 'Document' selected and highlighted in green.

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.”

University of La Verne

Messages Status Account

Ready to submit your documentation?

★ Submit your immunizations with Med + Proctor for \$10.00

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 document 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

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 a file * No file chosen

Uploaded Documents

There are no uploaded documents.

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