

# Uploading Vaccine Card To Med+Proctor

- 1) Expect to see an email from Med+Proctor. Follow the link in this email to register your Med+Proctor account using your @ciis.edu or @mymail.ciis.edu email account.

Immunization Requirement



Med+Proctor <marketing@medproctor.com>  
To: OperationsRequests



**California Institute  
of Integral Studies**

Dear Student,

The California Institute of Integral Studies requires you to upload your required immunization records to Med+Proctor. Please create an account at <https://auth.medproctor.com/cas/login?service=https://secure.medproctor.com/directio> and upload your forms.

If you have any questions, feel free to email us at [help@medproctor.com](mailto:help@medproctor.com) or live chat us! We are happy to help.


Thank you!  
Your friends at Med+Proctor



Med+Proctor  
2126 21st Avenue S, Nashville,  
[Unsubscribe](#) - [Unsubscribe Preferences](#)

- 2) Click "Register Account"

## Med+Proctor Login



**Email:** (The school or personal email address you used to register for your Med+Proctor account.)

**Password:**

**LOGIN**

[Forgot your password?](#)

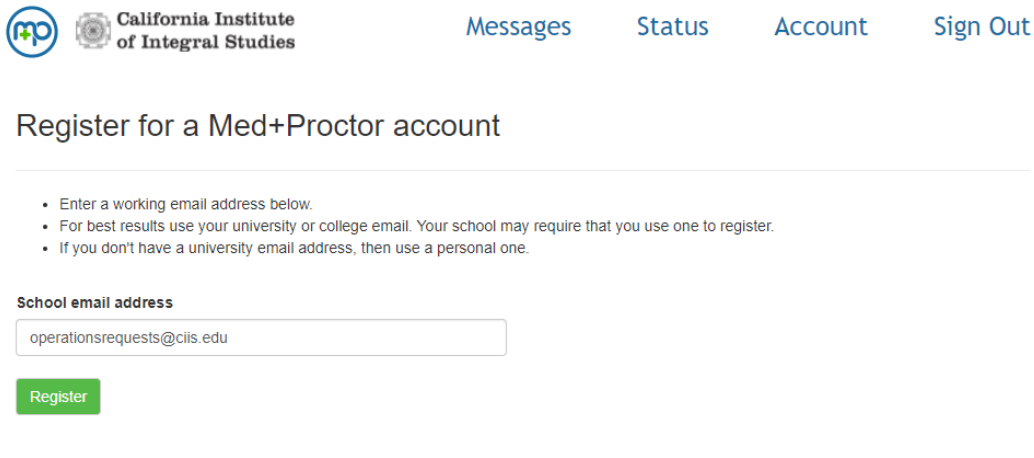
[Register New Account](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

[Privacy Policy](#)

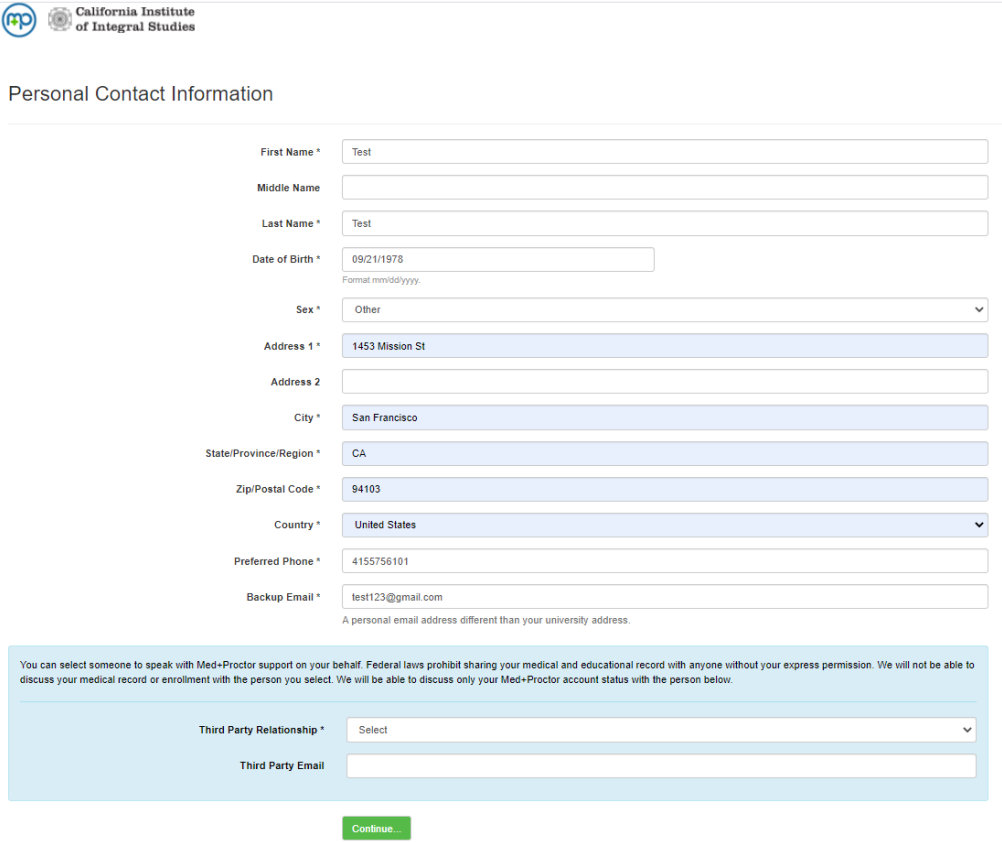


3) Use your @ciis.edu or @mymail.ciis.edu email address to register a Med+Proctor account



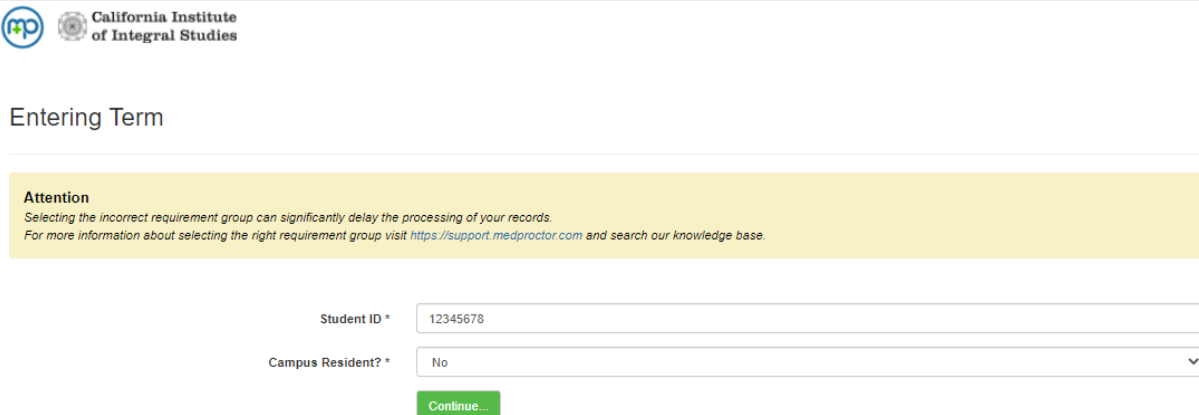
The screenshot shows the top navigation bar with the California Institute of Integral Studies logo and links for Messages, Status, Account, and Sign Out. The main heading is "Register for a Med+Proctor account". Below this, there are three bullet points: "Enter a working email address below.", "For best results use your university or college email. Your school may require that you use one to register.", and "If you don't have a university email address, then use a personal one." A text input field labeled "School email address" contains "operationsrequests@ciis.edu". A green "Register" button is positioned below the input field.

4) Enter your Personal Contact Information and select "Continue"



The screenshot displays the "Personal Contact Information" form. It includes fields for First Name (Test), Middle Name, Last Name (Test), Date of Birth (09/21/1978), Sex (Other), Address 1 (1453 Mission St), Address 2, City (San Francisco), State/Province/Region (CA), Zip/Postal Code (94103), Country (United States), Preferred Phone (4155756101), and Backup Email (test123@gmail.com). A note below the Backup Email field states: "A personal email address different than your university address." Below the main form is a section for "Third Party Relationship" with a dropdown menu set to "Select" and a "Third Party Email" field. A green "Continue..." button is at the bottom.

5) Enter your **Colleague ID**



The screenshot shows the "Entering Term" form. At the top, there is a yellow "Attention" box with the text: "Selecting the incorrect requirement group can significantly delay the processing of your records. For more information about selecting the right requirement group visit <https://support.medproctor.com> and search our knowledge base." Below this, there are two input fields: "Student ID \*" with the value "12345678" and "Campus Resident? \*" with a dropdown menu set to "No". A green "Continue..." button is located at the bottom.

6) Accept Terms

Med+Proctor Agreement

## 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 Educational 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 this 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 their Representatives) who are thirteen (13) years of age or older and who consent to and authorize any and all privacy waivers requested by Med+Proctor. By accessing and/or using the Site, Program and/or Services, the User acknowledges

Operations Requests

Enter your full name for use as an electronic signature

Agree

7) Select "Submit your health forms for free without the upgrade"



Ready to submit your documentation?

Submit your immunizations with Med + Proctor for \$10

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.

Submit your health forms for free without the upgrade



- 8) Upload your COVID vaccination card. Make sure to choose “Immunization Certificate” and upload either a clear picture or clear scan of your COVID-19 Vaccination Card. \*note\* Med+Proctor provides an immunization certificate for people to use, but this is not needed- simply a clear picture or scan of your filled out vaccination card will suffice.

## Documents

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### Download Documents

[Immunization Certificate](#)

### 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 \*

Immunization Certificate

Select a file \*

vax card.png

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

- 9) Once you have submitted, you should see this page. Email verification of your documents should arrive in your inbox with 72 hours of submitting. Please note, Med+Proctor has staff that can help answer any questions about your Med+Proctor account or uploading documentation. They can be reached by using the “Chat Now” function on the bottom right of the screen.

The screenshot displays the user interface for the California Institute of Integral Studies' Med+Proctor system. At the top left, the logo for Med+Proctor and the California Institute of Integral Studies are visible. The top right navigation bar includes links for Messages, Status, Account, and Sign Out. The main content area is titled 'Status' and shows a 'Vaccine Passport' with the status 'Your record is being reviewed'. Below this, a message states 'Med+Proctor will notify you via email when your we approve your submission.' and a prompt to 'Click below to expedite the review of your documents.' is followed by a green button labeled 'Expedite review - \$10'. A link 'Click here to submit another document' is also present. At the bottom of the main content area, there is a link for '6 Months Free Student Prime'. In the bottom right corner, a 'Chat now' button with a speech bubble icon is highlighted by a large red arrow.