INSTRUCTIONS FOR SUBMITTING VACCINE VERIFICATION & WEEKLY TESTING RECORDS USING MED+PROCTOR FOR EMPLOYEES & STUDENTS

1. Go to the Med+Proctor website & choose “Register”

www.medproctor.com

2. Register with your CSU email address. Med+Proctor will only work with an official Chicago State University email address.

4. Register for a Med+Proctor account here. It is important to use your Chicago State University email address here.
5. Please create a password for your Med+Proctor account and provide your first and last name and date of birth. This is a secure, private system that is encrypted. All information is owned by CSU. For more information, please see the Med+Proctor privacy statement on the main webpage.

A timed screen indicating an email will be sent school email.

6. Additional biographical data is added on this screen.
7. Select students or employee from the drop-down menu. Click continue to fill out the next few pages of registration information including name, DOB, phone, password, personal and emergency contact information.

8. Agree to the License Agreement by entering your full name and click continue.
5. **IMPORTANT:** You may choose to purchase the $10.00 MP package for permanent access to your records. However, it is not required to submit your records to CSU.

**PLEASE CHOOSE THE GRAY BUTTON AT THE BOTTOM.**
6. In document type, select “supporting document” if you are using any of the following: COVID-19 vaccine card (front and back), immunization records from a healthcare provider, public health department, state immunization registry, or military immunization record. Make sure it is a .jpeg of the document and click continue to upload.

You will also upload your weekly test results here.
9. Med+Proctor will notify you via email when your documents are approved. Review from Med+Proctor is fairly fast, so there is no need to pay $10 to expedite review.

If you have any questions or issues when registering for Med+Proctor, please contact https://www.medproctor.com/user-help for more information and assistance logging in.