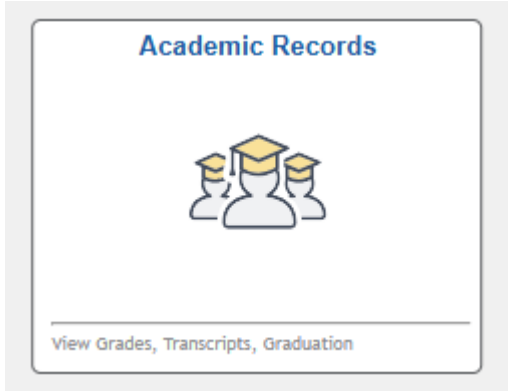
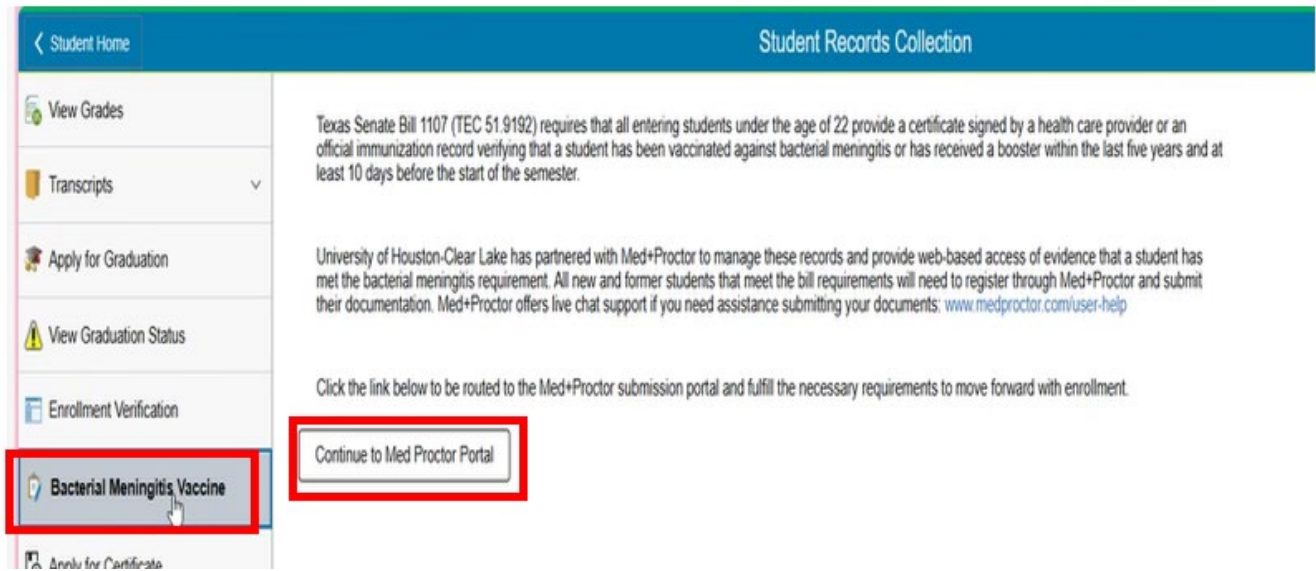


Once fully admitted to the University of Houston-Clear Lake, follow the steps below to submit your bacterial meningitis vaccination documents to Med+Proctor. If you decline the vaccine due to reasons of conscience, including a religious belief, you must complete and submit an original notarized Texas Department of State Health Services (TDSHS) Vaccine Exemption Affidavit Form. This is the only acceptable documentation for this exemption. Exemption requests may take up to 3 weeks to be processed and mailed to you. Med+Proctor or UHCL must receive the original affidavit document within 90 days of being notarized (faxed or emailed copies are not acceptable). Medical exemptions must also be submitted through Med+Proctor.

## Bacterial Meningitis Upload Instructions

The following steps are used to upload bacterial meningitis vaccination documents.

Steps	Descriptions
1.	Log into E-Services through <a href="https://www.uhcl.edu/eservices/">https://www.uhcl.edu/eservices/</a> or <a href="https://www.uhcl.edu">Go.UHCL.Edu</a> . Click on the <b>E-Services</b> tile.
2.	In E-Services, click on the <b>Academic Records</b> tile. 
3.	On the left-hand menu, select Bacterial Meningitis Vaccine. Then click on <b>Continue to Med Proctor Portal</b> . Note: Med Proctor Portal is only accessible for admitted students. 

4. Verify your personal information, enter the required fields and click **Continue**.

Profile

First name \*

Last name \*

Date of Birth \*  
Format mm/dd/yyyy.

Requirement Group \*  
Select

Term \*  
Select

Student ID \*

Graduation Year \*

Campus Resident \*  
Select

Continue...

5. Review the User Agreement and enter your full name and click on **Agree**.

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 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

Enter your full name

Enter your full name for use as an electronic signature

Agree

6. Med+Proctor offers an **optional** feature, MP Pro. This feature is **not** required to submit your vaccine record.

Click on **"No, thank you"** link at the bottom to submit the record.

Ready to submit your documentation?

Submit your immunizations with MPPro for \$10.00

Benefits

- One-time, easy payment of \$10.00
- Priority Access to support staff.
- 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 select state immunization databases.
- 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.
- \$2 Processing Fee added for Credit Card Payments.
- Purchasing MP Pro is not required to submit documentation

No, thank you. Submit your documentation without MP Pro.

7. Select the document type and Choose Filesto upload your record.  
Vaccine Record: Select Immunization Certificate  
Exemption: Select Supporting Documentation

Click on **Continue**.

**Download Documents**

Immunization Certificate

**Upload a Document**

JPEG (.jpeg or .jpg) images are preferred.  
Already have an official vaccine record? You can upload that here as well.  
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 \***  No file chosen

You haven't uploaded any documents, yet. [Upgrade your account](#) to view your documents after upload.

8. Med+Proctor offers an optional expedited review service. Select the option you prefer.  
NOTE: Most records are reviewed within 24 hours.

**Expedited Review Service**

Wait times for review are currently around 48 hours. Med+Proctor offers an expedited option for you which guarantees your review in 24 hours for an additional service charge of \$15. To opt in please click Yes! below or continue to upload your document without our expedited review service.

PLEASE NOTE: Expedites submitted after 5 PM CST on Friday are processed on Sundays at 5 PM CST to 2 AM CST.

[Need a test, titer, or other lab results for your submission? Click here.](#)

9. Standard record review usually takes 24-48 hours. You will receive an email with the status of your submission from Med+Proctor.

If your documentation meets the requirements and is Approved, the bacterial meningitis hold will be automatically removed within 24 hours.

If your documentation does not meet requirements and is Rejected, the hold will remain, and you can resubmit the documentation through Med+Proctor.

## Status

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### Vaccine Record

Your record is being reviewed. Processing time is 48 hours.

Med+Proctor will notify you via email when we approve your submission.

Click below to expedite the review of your documents.

Expedite review - \$15

[Click here to submit another document](#)