

Med+Proctor Instructions

Facts about Med+Proctor (M+P)

- No cost to upload your documents.
- Option to upgrade to M+P Pro for \$10 and get lifetime access to the records you upload, expedited verification, and more
- MSSU relies on M+P to verify that your vaccine records meet the university medical requirements.
 - 1- proof of 2MMR for all students
 - 2- complete Tuberculosis (TB) Risk Assessment
 - 3- MCV4 meningitis vaccine >16 for students living on campus.
- COVID vaccine is not required at this time, but M+P is where students/faculty/staff will upload COVID vaccine records or other COVID documents in order to qualify for prizes and meet campus housing testing requirements.
- International students can upload to M+P, but each will have individual check-in at Health Center.

How to set up your account:

1 – Go to www.medproctor.com

2 – Click “Register” if setting up a new account

You must use your university email address to set up your account

If you do not know your university email address, call IT helpdesk 417-659-4444 or email HelpDesk@mssu.edu

If you already have a M+P account, click “Login” and skip to step 6. You won’t need to re-upload documents that are already verified from previous semesters (check Vaccine Passport to see what is verified).

3 – Entering Term

Requirement Group – Select the group that best describes your main role at the university.

Employees who are students are not eligible for student prizes.

Student workers are not eligible for employee prizes.

SID example: S00123456

It’s important to select “YES” on Campus Resident if you are living on campus.

4 – Tuberculosis Questionnaire – Read and answer questions, click Continue

5 – Ready to submit your documentation?

This is the first screen that M+P will offer you the \$10 upgrade. This is optional. If you decide you do not want it, click the gray box that says “no thank you..” and you will be still be able to upload your documents.

6 – Documents

Select Document Type.

Vaccine records go under “Immunization Certificate”

COVID lab results or Health Department orders go under “COVID Lab results or Health Dept orders”

Select a File type: you can upload *clear, easy to read* pic or screenshot from your cell phone or a computer.

7 – Status

If you did NOT upgrade to the \$10 M+P Pro, you will not be able to see the documents you uploaded.

Without M+P Pro, you will have to wait until M+P verifies them to see if they meet the criteria. There is another opportunity to pay the \$10 for “Expedite Review”. This is optional, not required. M+P will send an email to your university email address with notification of verification.

8 – VACCINE PASSPORT

We recommend logging back into M+P approx 2-5 business days after you upload and clicking “**Vaccine Passport**” to see what has been verified.

9 – HELP

If at any time you have a question or problem uploading to M+P, start by using the “LIVE CHAT” at the bottom right of the M+P screen. If after hours, “live chat” changes to “leave message”. The Health Center staff cannot assist you with M+P uploading or technical issues, but are available for general questions regarding requirements. If Medical or Religious exemptions are desired, supporting documentation is required. Employees should contact HR. Students should contact Willcoxon Health Center 417-625-9323 or COVID19HC@mssu.edu