How to Scan Documents & Upload to Medicat

- (1) Log in to the computer with your my.ulm.edu credentials
- (2) From the desktop, double click on the 'Windows Fax and Scan' application
- (3) When application opens, click on 'New Scan'
- (4) Lift the top of the scanner next to the computer & place your document on the scanner; close lid
- (5) On the application, select 'Preview' to view a preview scan of your document
- (6) Next, if document is clear & placement is correct, select 'Scan'
- (7) Now that your document has scanned & uploaded, enter the file name & select where on the computer you want to save it, then click 'Save'
- (8) Open any web browser & access <u>https://ulm.medicatconnect.com/</u>
- (9) Click on 'Immunizations'
- (10) Click to expand 'COVID-19 Vaccines'
- (11) Enter in the date(s) of the appropriate vaccine type you received & click 'Submit' to save
- (12) From the pop-up window, click on 'HERE' > or click on 'Home' & then 'Upload'
- (13) Next, choose the type of document you're uploading
- (14) Next, choose 'Select File'
- (15) Upload the scanned file(s) you saved to the computer

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ULM	Immunizations Entry ×
	Immunizations have been saved. Please click <u>HERE</u> to upload a copy of your immunization record.
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• Enter the dates for eac	h dose of COVID-19 vaccine in the <u>COVID-19 Vaccines</u> section, then click "submit". (Enter the dates
the dose was received,	not today's date.)
 For students who upload it by select 	wish to submit a waiver, print out the <u>Request for Exemption from Immunizations</u> form, fill it out, and ing Upload from the top menu.
When finished, select U	Jpload from the top menu.
Special Immunization Req Laboratory Science, Nursing	uirements for Students in the Following Programs: Dental Hygiene, Health Studies, Medical g, Occupational Therapy, Pharmacy, Radiologic Technology, and Speech-Language Pathology.
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You do not have	any upcoming appointments.	You have documents that may uploaded. Please click the Upload	need to be ink to send us	

A Home ♥ Immunization ■ Messages	L Upload
Please follow the instructions below to upload	your immunization documentation for verification.
Step #1: Scan and save your documents ind atient Portal using your scanner software or s ach document as a separate file. Make sure your full name.	lividually to your computer or take a picture with your smart phone. This is completed outside of the smart phone. If you are uploading multiple documents, you will need to scan/take a picture and save your name is on all documents. When saving your files, please make sure you save the file with
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Step #3: Click Select File button and locate th	ne file on your computer or smart phone.
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Step #1: Scan and save your documents individua Patient Portal using your scanner software or smart each document as a separate file. Make sure your your full name.	ally to your computer or take a picture with your smart phone. This is completed outside of the t phone. If you are uploading multiple documents, you will need to scan/take a picture and save name is on all documents. When saving your files, please make sure you save the file with
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Step #5. Slick Select The Button and locate the life	s on your computer or smart priorie.
Step #4: Click the Upload button. The document wi	ill be listed below as a confirmation that the document was successfully uploaded.
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Technical issues? Need help troubleshooting?

• Contact the IT office at 318-342-5015 or the help desk 318-342-3333

Questions about your previous vaccine documents you've sent?

• Admissions Office 318-342-5430