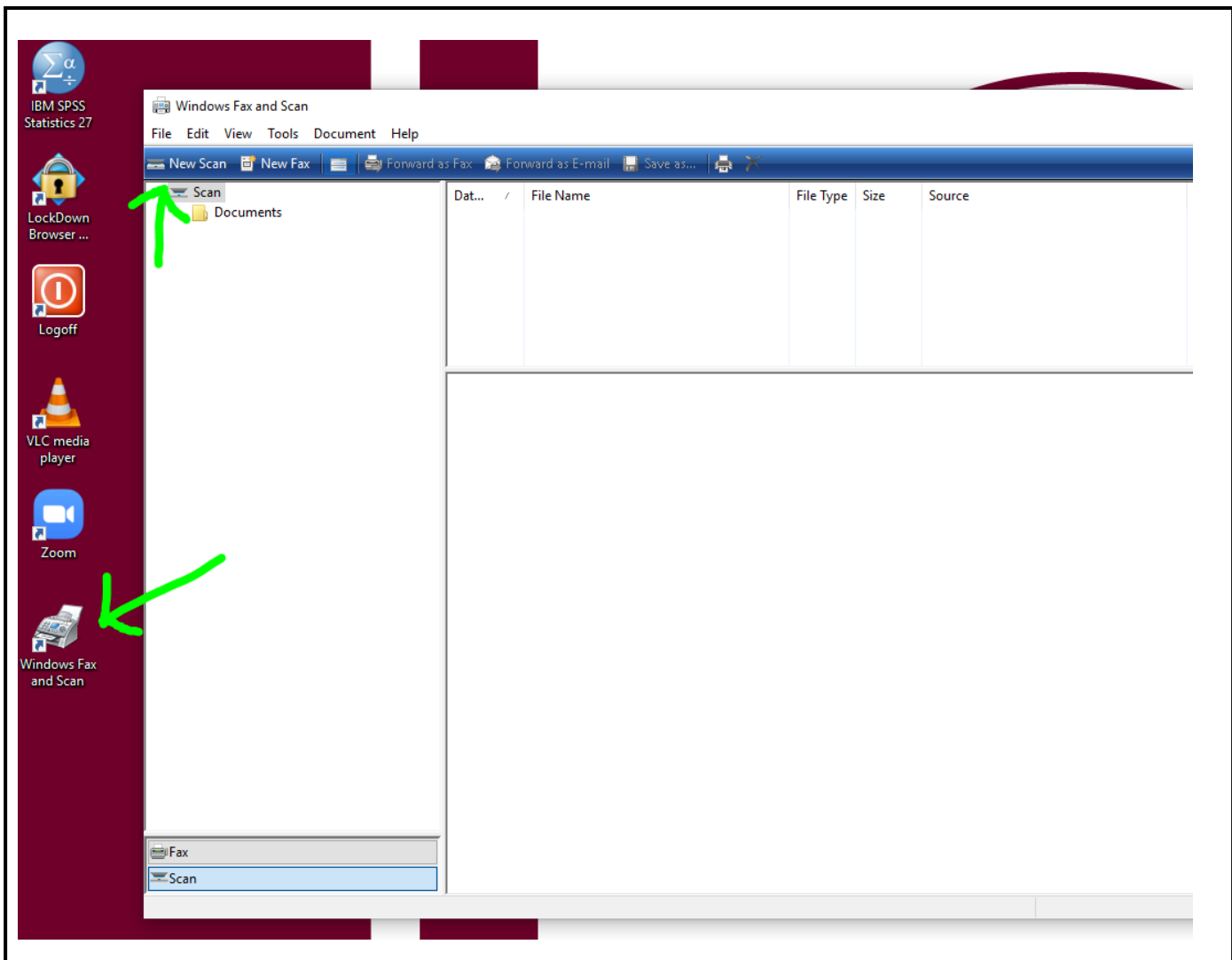
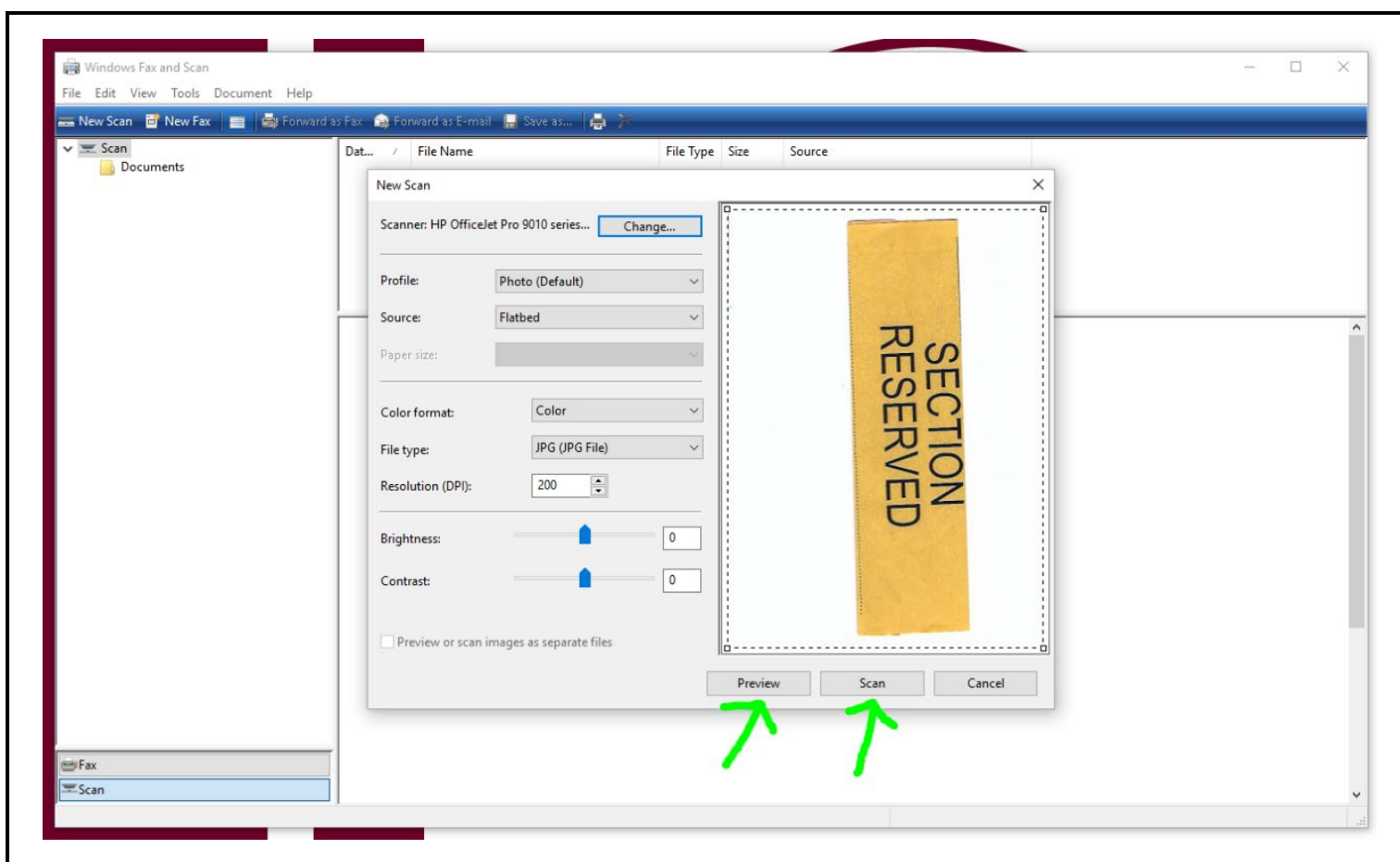
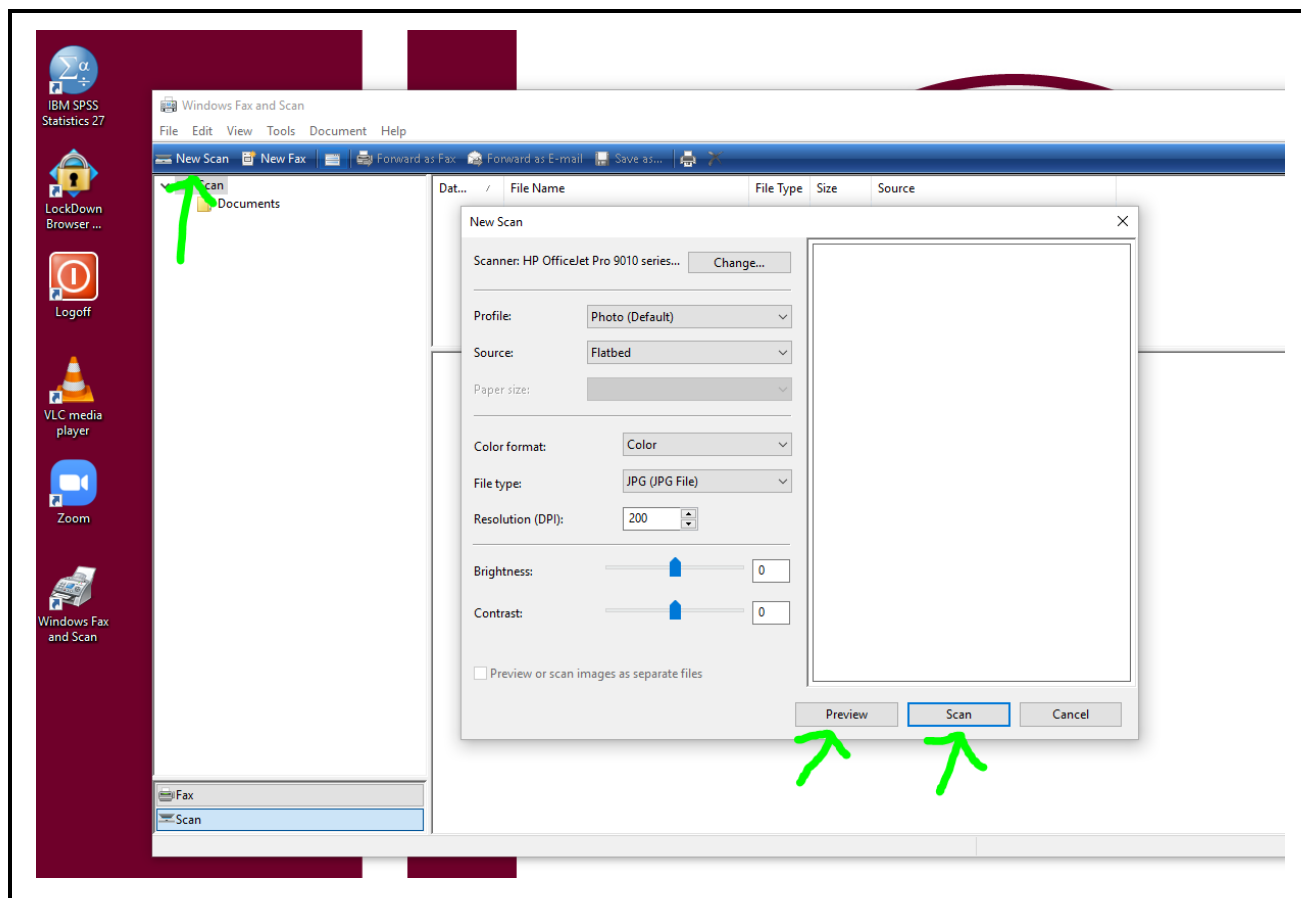
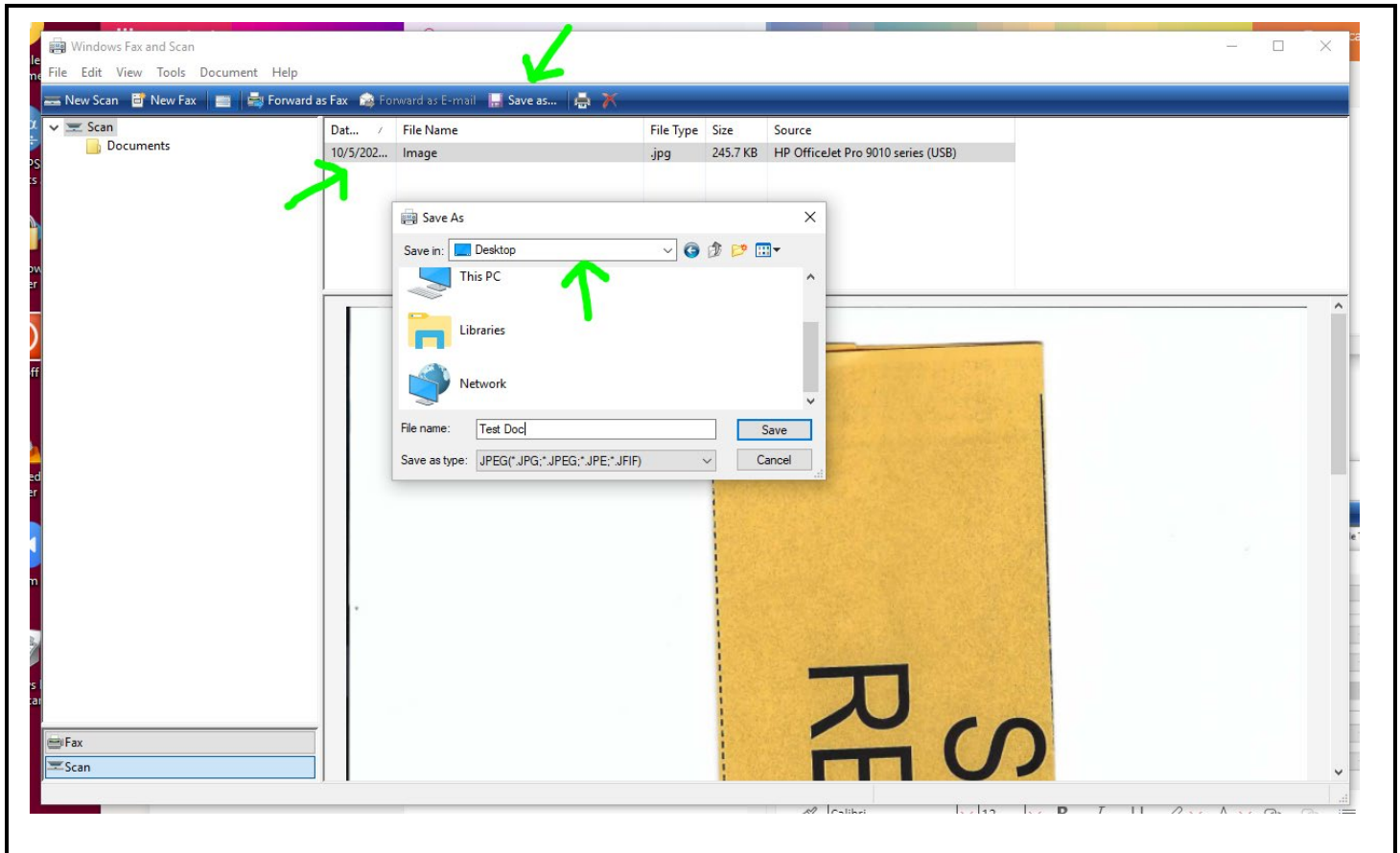
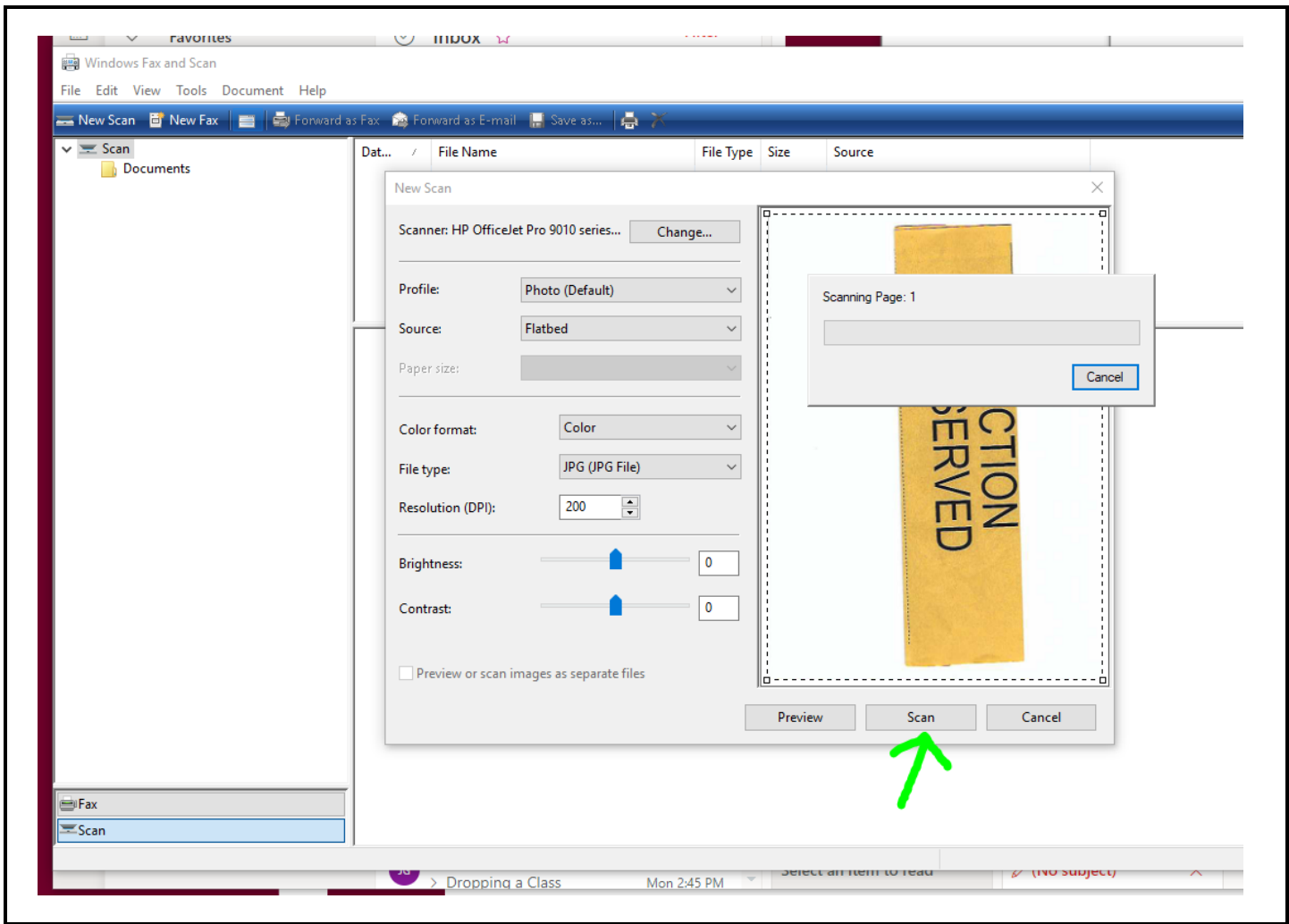


How to Scan Documents & Upload to Medicat

- (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 <https://ulm.medicatconnect.com/>
- (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









Welcome to University of Louisiana Monroe Paperless Immunization Compliance System

This portal will allow current student/faculty/staff to provide COVID-19 vaccination information (or a waiver).

This portal will allow students to provide the vaccination information required by the following programs: Dental Hygiene, Health Studies, Medical Laboratory Science, Nursing, Occupational Therapy, Pharmacy, Radiologic Technology, and Speech-Language Pathology.

Select Immunization from the top menu to begin the process.

To Do List



Uploads

You have documents that may need to be uploaded. Please click the Upload link to send us the documents.



Immunizations



COVID-19 Vaccination Entry for Current Student/Faculty/Staff

- Enter the dates for each dose of COVID-19 vaccine in the [COVID-19 Vaccines](#) section, then click "submit". (Enter the dates the dose was received, not today's date.)
 - For students who wish to submit a waiver, print out the [Request for Exemption from Immunizations](#) form, fill it out, and upload it by selecting Upload from the top menu.
- When finished, select Upload from the top menu.

Special Immunization Requirements for Students in the Following Programs: Dental Hygiene, Health Studies, Medical Laboratory Science, Nursing, Occupational Therapy, Pharmacy, Radiologic Technology, and Speech-Language Pathology.

- Enter immunization information in the [Allied Sciences Add Reqs](#) section.
- When finished, select Upload from the top menu.

[Print](#)

Not Compliant

COVID-19 Vaccines



Required Vaccines

Incomplete

Alternate Vaccines

Incomplete

Allied Sciences Add Reqs (see program for details)



Enter one or all immunizations and then click the Submit button once.

[Submit](#)



- When finished, select Upload from the top menu.

Print

Not Compliant

COVID-19 Vaccines

COVID Vaccine- Johnson and Johnson

One Dose Is Recommended.

mm/dd/yyyy



COVID Vaccine- Moderna

This vaccine requires a two-dose series, 28 days apart.

Dose 1

mm/dd/yyyy



Dose 2

mm/dd/yyyy



COVID Vaccine- Pfizer

This vaccine requires a two-dose series, 21 days apart.

Dose 1

mm/dd/yyyy



Dose 2

mm/dd/yyyy



Submit

Enter one or all immunizations and then click the Submit button once.

Submit

Immunizations Entry

Immunizations have been saved. Please click [HERE](#) to upload a copy of your immunization record.

OK

Home Immunization

COVID-19 Vaccination Entry for Current Student Faculty/Staff

- Enter the dates for each dose of COVID-19 vaccine in the [COVID-19 Vaccines](#) section, then click "submit". (Enter the dates the dose was received, not today's date.)
 - For students who wish to submit a waiver, print out the [Request for Exemption from Immunizations](#) form, fill it out, and upload it by selecting Upload from the top menu.
- When finished, select Upload from the top menu.

Special Immunization Requirements for Students in the Following Programs: Dental Hygiene, Health Studies, Medical Laboratory Science, Nursing, Occupational Therapy, Pharmacy, Radiologic Technology, and Speech-Language Pathology.

- Enter immunization information in the [Allied Sciences Add Reqs](#) section.
- When finished, select Upload from the top menu.

Print

Not Compliant

COVID-19 Vaccines

Enter one or all immunizations and then click



[Home](#) [Immunization](#) [Messages](#) [Upload](#)

Welcome to University of Louisiana Monroe Paperless Immunization Compliance System

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Select Immunization from the top menu to begin the process.

To Do List



Upcoming Appointments

You do not have any upcoming appointments.



Uploads

You have documents that may need to be uploaded. Please click the Upload link to send us the documents.



[Home](#) [Immunization](#) [Messages](#) [Upload](#)

Please follow the instructions below to upload your immunization documentation for verification.

Step #1: Scan and save your documents individually to your computer or take a picture with your smart phone. This is completed outside of the Patient Portal using your scanner software or smart phone. If you are uploading multiple documents, you will need to scan/take a picture and save each document as a separate file. **Make sure your name is on all documents. When saving your files, please make sure you save the file with your full name.**

- Images must be .gif, .png, .tif, .jpg, .jpeg. Documents must be .txt or .pdf.
- File must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- Be sure your file names do not include any special characters.

Step #2: Choose the document you are uploading in the "Choose document you are uploading" drop down menu.

Step #3: Click **Select File** button and locate the file on your computer or smart phone.

Step #4: Click the **Upload** button. The document will be listed below as a confirmation that the document was successfully uploaded.

Types of Documents that may be uploaded:

Annual TB Skin Test
COVID Test Results
COVID Testing Exclusion
COVID Vaccine Record
Good Health Statement
Hepatitis B Titer
[Immunization Exemption Form](#)
Immunization Record
Measles Titer
Mumps Titer
Rubella Titer
TB 2 Step Results
Varicella Titer

Choose document you are uploading:

[Home](#) [Immunization](#) [Messages](#) [Upload](#)

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Measles Titer
Mumps Titer
Rubella Titer
TB 2 Step Results
Varicella Titer

Choose document you are uploading:

COVID Vaccine Record

Select File

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