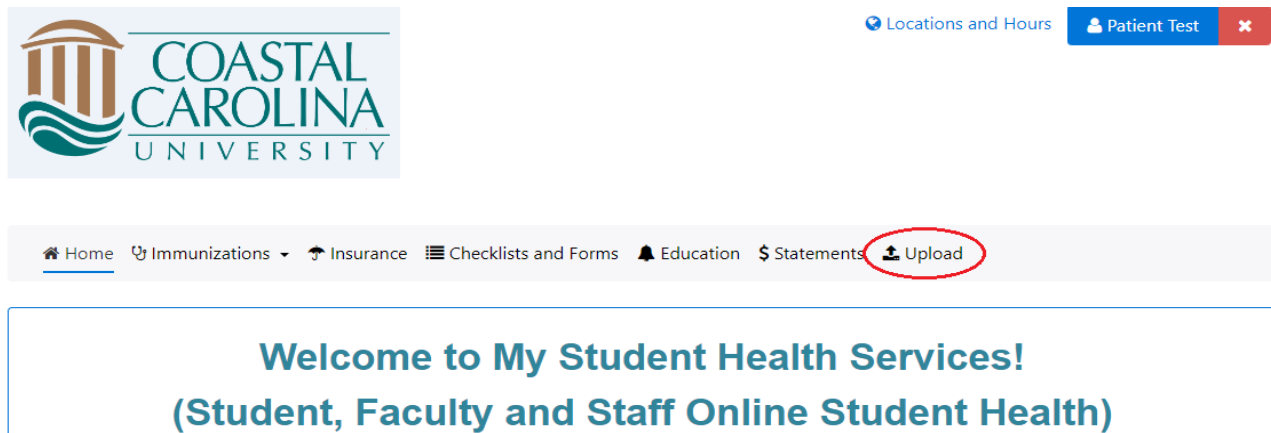


## Step-by-Step Instructions for Completing the Immunization Compliance Process

1. Go to <https://coastal.medicatconnect.com> and log in with your CCU username and password.
2. Click on the “**Upload**” tab towards the top of the screen. (see below)



3. Select the type of document you are uploading from the “**Choose document you are uploading:**” drop down. (see below)

### Types of Documents that may be uploaded:

Insurance Card Front & Back

Medical Exemption Form/Documents

Proof Of Immunization (Immunization Documentation)

Religious Exemption Form/Documents

Choose document you are uploading:

4. Click “**Select File**” and upload your chosen immunization document. (see below)

**Types of Documents that may be uploaded:**

Insurance Card Front & Back

Medical Exemption Form/Documents

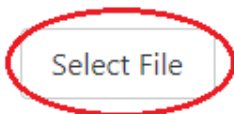
Proof Of Immunization (Immunization Documentation)

Religious Exemption Form/Documents

Choose document you are uploading:

Proof Of Immunization (Immunization Documentation) ▼

**Please utilize this document type to upload immunization documentation only.**



5. Click on the “**Immunizations**” tab towards the top of the screen. (see below)

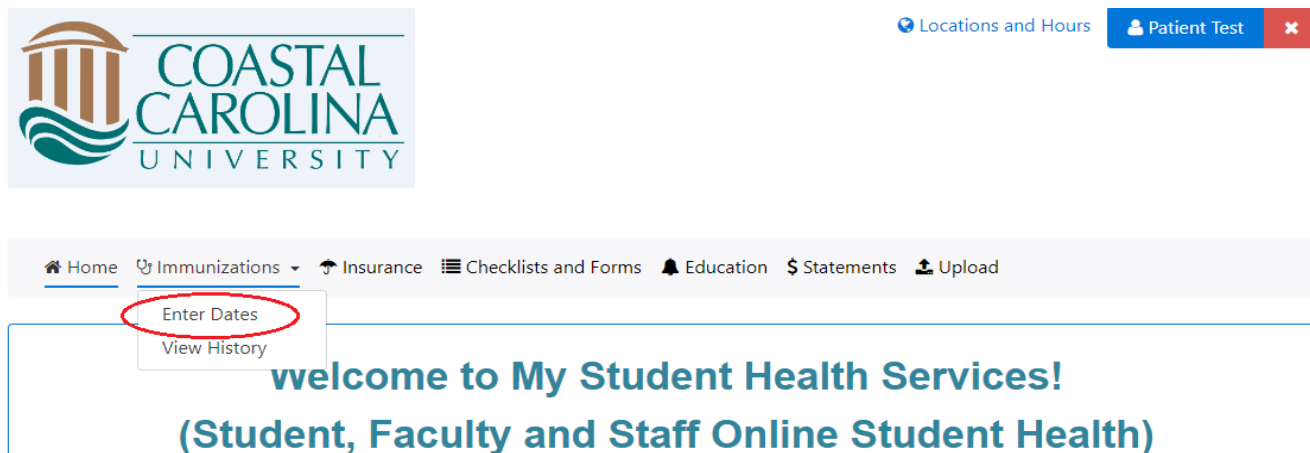


Locations and Hours Patient Test X



**Welcome to My Student Health Services!**  
**(Student, Faculty and Staff Online Student Health)**

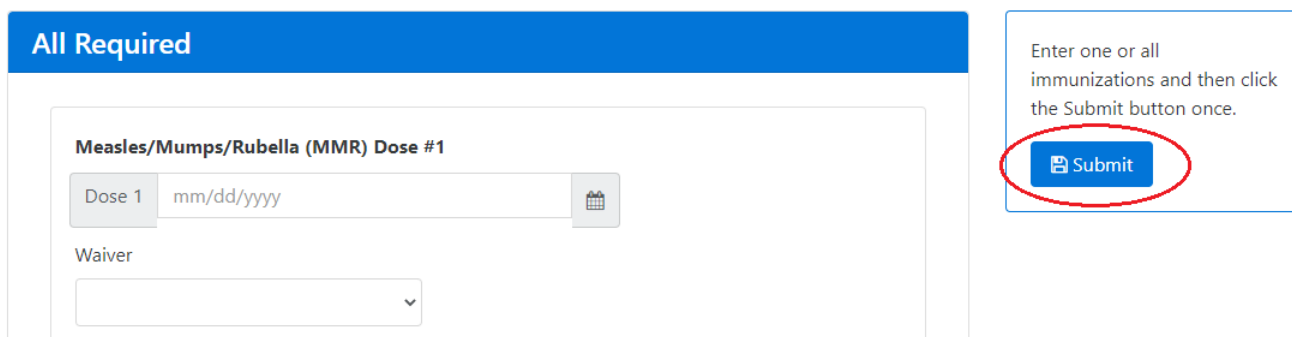
6. Select “Enter Dates.” (see below)



7. Scroll down and enter the dates of any/all immunizations that you have received.

- a. If you have completed a waiver for any immunizations please select which type of waiver you have submitted from the “Waiver” drop down.

8. Once all dates are entered, click “Submit.” (see below)



9. Click on the “**Checklists and Forms**” tab towards the top of the screen. (see below)



Locations and Hours

Patient Test



Home

Immunizations

Insurance

Checklists and Forms

Education

Statements

Upload

**Welcome to My Student Health Services!**  
**(Student, Faculty and Staff Online Student Health)**

10. Complete all of the forms in the **\*Required Immunization Documentation** section
- Health History Form
  - Meningitis Waiver Form
  - TB Risk Assessment Form  
(see below)

#### \*Required Immunization Documentation

##### Health History Form\*

This form is for new students only

##### Meningitis Waiver Form\*

This form is for new students only

##### TB Risk Assessment\*

This form is for new students only