

Bacterial Meningitis Upload Instructions

Once fully admitted to the University of Houston-Downtown, follow the steps below to submit your bacterial meningitis vaccination (BMV) 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 UHD 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.

1. Sign in to myUHD at <u>myUHD.uhd.edu</u>	University of Houston DOWNTOWN QUICK LINKS ABOUT UND ACADEMICS ADMISSIONS & ADM. CAMPUS LOCATIONS STUDENT LIFE STUDENT RESOURCES	
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2. Select the Student Records & Enrollment tile	UP troubles Student Home C C C C C C C C C C C C C	
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3. On the left-hand menu, select Bacterial Meningitis Vaccine.	Student Home Student Records Collection Were Grades	
Then, select Continue to Med+Proctor Portal .	 Transcripts Transcripts Enrolment Vertication Request Term Withdrawal Apply for Graduation Wa Certification / Adjustments Wa Certification / Adjustments Calsa Request Term Withdrawal Readeding Vertication Wa Certification / Adjustments Calsa Request Term Readeding Vertication Calsa Request Term Readeding Vertication Calsa Request Term Readeding Vertication Readeding Vertication Calsa Request Term Readeding Vertication Calsa Request Term Readeding Vertication Readeding Ve	



4. Verify your personal information, enter the required fields and click Continue.	<section-header></section-header>	
6. Med+Proctor offers an optional feature, MP Pro. This feature is not required to submit your vaccine record. Click the "No, thank you" link at the bottom to submit the record.	 7. Select the document type and file to upload your record. Vaccine Record = select Immunization Certificate Exemption = select Supporting Documentation 	
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 8. Med+Proctor offers an optional expedited review service. Select the option you prefer. NOTE: Most records are reviewed within 24 hours. 	Standard record review usually takes 24-48 hours. If your documentation meets the requirements and is Approved , the bacterial meningitis hold will be automatically removed. If your documentation does not meet requirements and is Rejected , the hold will remain, and you will receive an email with the status of your submission.	
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