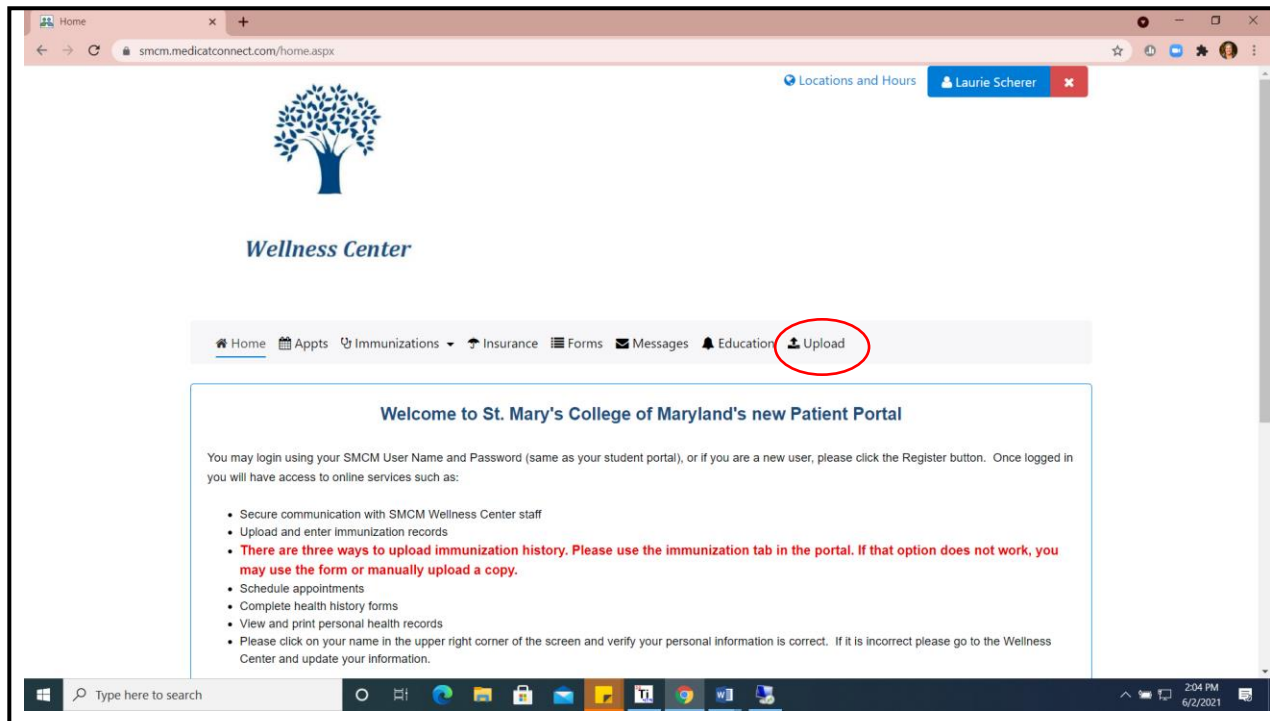
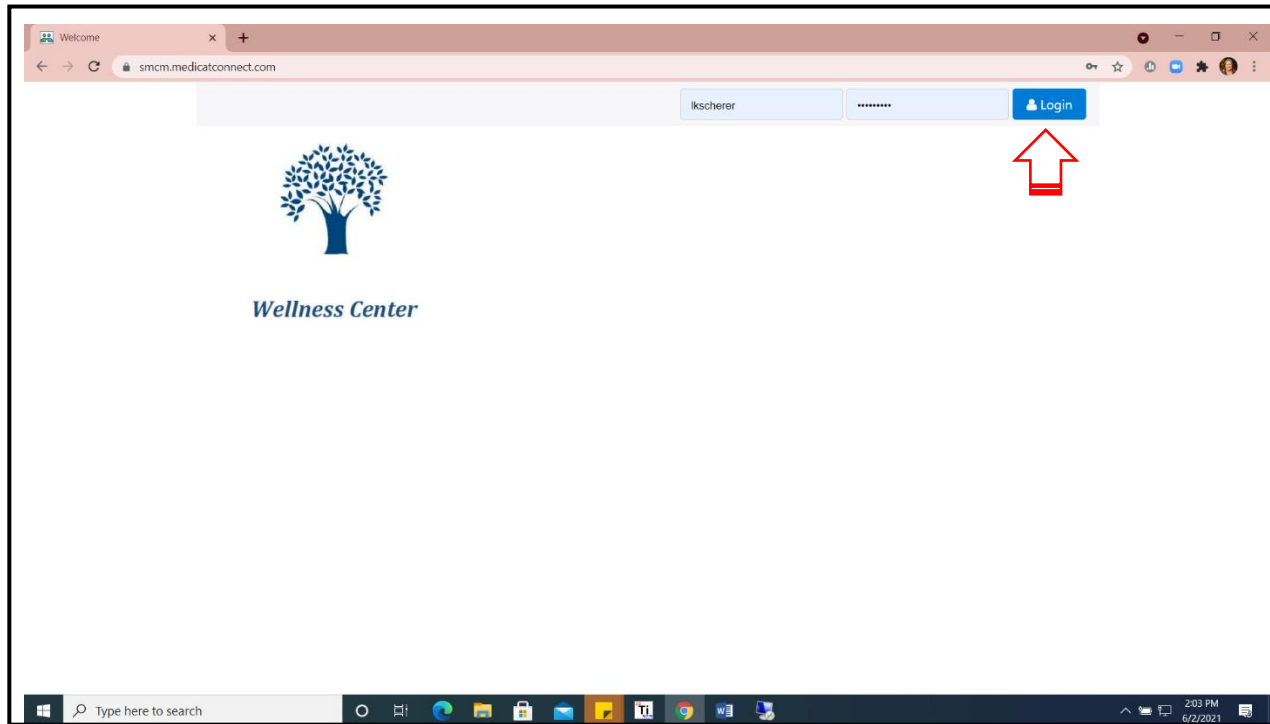


# Uploading COVID-19 Vaccine Proof for SMCM

Step-by-step directions (with screenshots)

1. Navigate to <https://smcm.medicatconnect.com> on a computer or smartphone
2. Enter your **user name** (first part of your xxxx@smcm.edu email address WITHOUT the @smcm.edu) and **password** you use to access your Google Accounts/email
3. Click on the **Login** button
4. On the next page click on **Upload**
5. Choose **COVID vaccine documentation** from the drop down box
6. Choose the file from your phone or computer that is a picture/scan of your card by clicking the **Select file** button.
7. You can double check the upload under **Documents already on file** and click on **View File**

# Desktop Screenshots



Document Upload

smcm.medicatconnect.com/docupload.aspx

### Wellness Center

Home Appts Immunizations Insurance Forms Messages Education Upload

**Instructions**

- PLEASE MAKE SURE YOUR NAME AND DATE OF BIRTH ARE ON ALL SUPPORTING DOCUMENTATION!
- Browse your file. It must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- Click Upload.

**Documents available to be uploaded:**

2021 Covid Test Results Form  
COVID Vaccine Documentation  
Health History Form 3  
Immunization Record

Choose document you are uploading:

COVID Vaccine Documentation

**COVID Vaccine Documentation**

Select File

Type here to search

2:04 PM 6/2/2021

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Choose document you are uploading:

Documents already on file

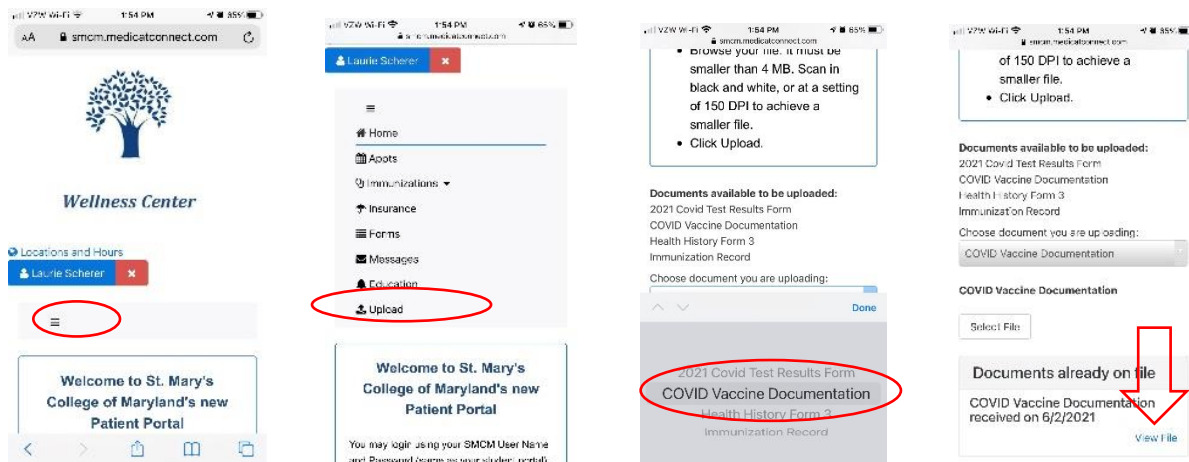
COVID Vaccine Documentation received on 6/2/2021

[View File](#)

Type here to search

2:04 PM 6/2/2021

## Phone Screenshots



## FAQs:

1. Can I upload a copy of my official digital vaccine card [Vaccine Check in Maryland]? Sure! Please take a screenshot and make sure it shows your full name and identifying information as well as information about the vaccine you received.
2. When is the vaccine proof due? Please have the vaccine card uploaded or an exemption filed with the Wellness Center (for students) or HR (for employees) two weeks before you plan to return to campus.
3. Can I upload my Exemption Form to Mediat? No. Exemptions need to follow a different path for approval. Students can email the [Student Exemption Form](#) to the Wellness Center for review. Staff and faculty must send the [Staff Exemption Form](#) to HR. More instruction are on the forms.
4. What if I haven't received my second dose? Please wait to upload your card until you have completed all the required doses.
5. Can I just upload the dates on the medical record in Mediat? No. We are only accepting a scan/picture of the vaccine card.
6. What if I have other questions/concerns? Email Cecile Caulk at [crcaulk@smcm.edu](mailto:crcaulk@smcm.edu) or call the Wellness Center at 240-895-4289.