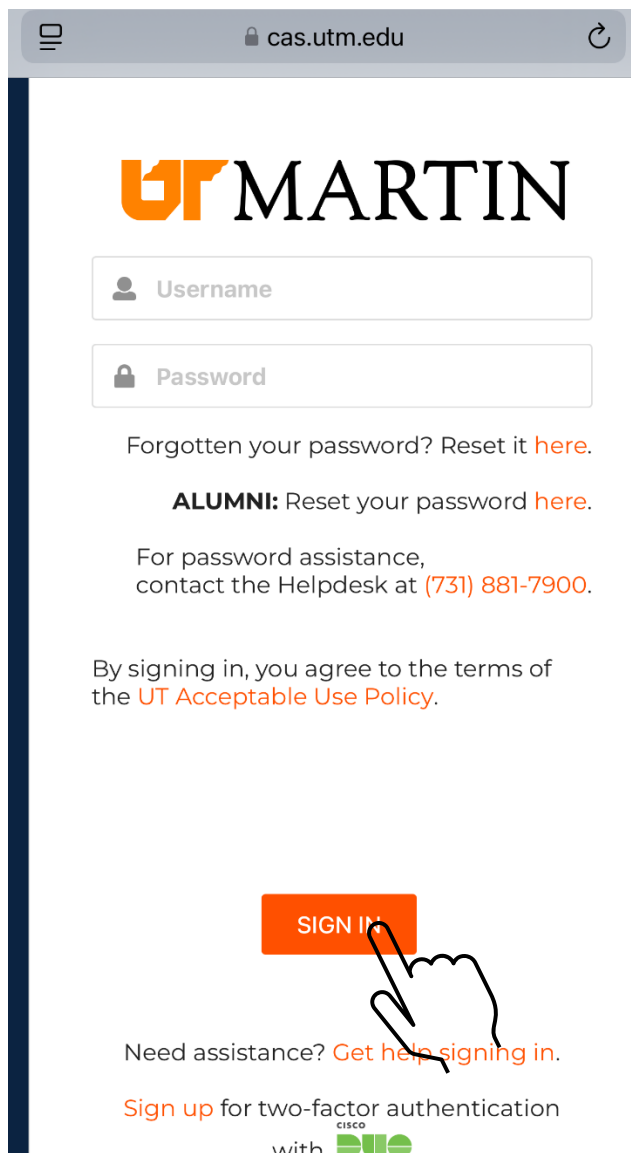


# How to upload your immunizations to the UTM Student Wellness Portal

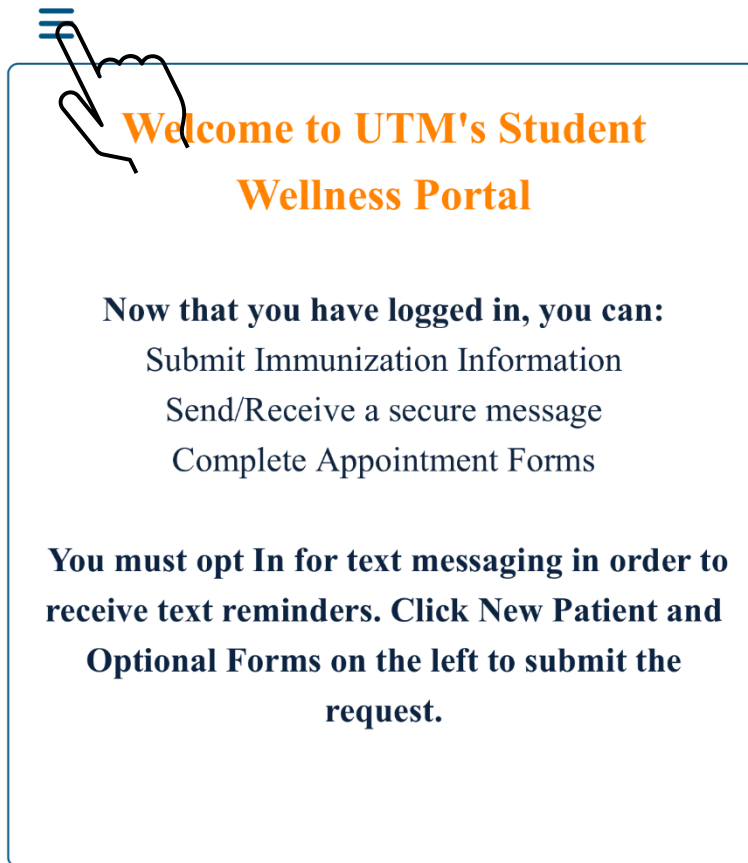
1. To get started, open your browser and visit [utm.medicatconnect.com](https://utm.medicatconnect.com)



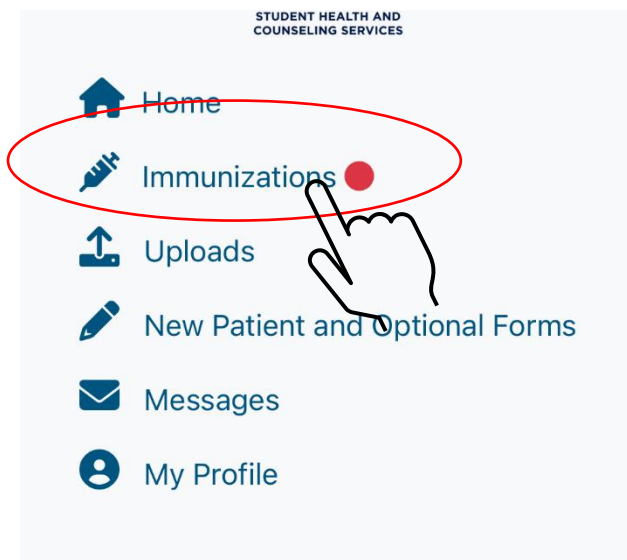
The screenshot shows a web browser window with the address bar displaying 'cas.utm.edu'. The main content area features the 'UT MARTIN' logo at the top. Below the logo are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Under the password field, there is a link 'Forgotten your password? Reset it here.' and a section for 'ALUMNI' with a link 'Reset your password here.' Below this, it says 'For password assistance, contact the Helpdesk at (731) 881-7900.' Further down, it states 'By signing in, you agree to the terms of the UT Acceptable Use Policy.' At the bottom, there is an orange 'SIGN IN' button with a hand icon pointing to it. Below the button, it says 'Need assistance? Get help signing in.' and 'Sign up for two-factor authentication with Cisco Duo'.

2. Log in with your UTM ID and Password. Click Sign In.
3. You may need to accept the Duo Push notification on your phone.

4. Once logged in to the Student Wellness Portal, click the three lines on the left upper corner.





5. Click on the Immunizations link.



6. This page is where you will see required and recommended vaccinations at UTM. You can upload the vaccination or titer under each specific vaccine.

for you.

 Print

 View M

MMR

Measles Titer

MMR Vaccine

Mumps Titer

Rubella Titer

Please select one from list below:

Varicella

Meningitis

Recommended

7. Select the appropriate item from the drop-down menu and enter the date(s) of the vaccine and/or titer that applies to you. **Continue entering dates until all dates have been entered *before* clicking submit.**

MMR

^

Please select one from list below:

MMR Vaccine

▼

Date

mm/

Date

mm/

Varicella

▼

Meningitis

▼

MMR

^

Please select one from list below:

Measles Titer

▼

A Copy Of The Lab Test Result Must Be  
Uploaded.

mm/dd/yyyy

Result

Varicella

▼

8. Once all dates from your immunizations or titers are entered, click on the blue **submit** button located at the bottom left of the drop-down menu.

The screenshot shows a web form for entering immunization data. It features three blue header buttons: 'MMR', 'Varicella', and 'Meningitis', each with a dropdown arrow. Below these is a section titled 'Please select one from list below:' containing a dropdown menu with 'Meningococcal Conjugate Vaccine (MenAC)' selected. Underneath is a date input field showing '01/01/2020' with a calendar icon. At the bottom of the form is a blue 'Submit' button. A hand-drawn black arrow points to the 'Submit' button. Below the form, the text 'Entered Immunizations:' is followed by a list of entries: 'MMR Vaccine - 01/01/2000', 'MMR Vaccine - 01/01/2001', 'Varicella Vaccine - 01/01/2000', 'Varicella Vaccine - 01/01/2001', and 'Meningococcal Conjugate Vaccine (MenACWY, Menactra, Menquadfi) - 01/01/2020'.

MMR

Varicella

Meningitis

Please select one from list below:

Meningococcal Conjugate Vaccine (MenAC

01/01/2020

Recommended

Entered Immunizations:

**MMR Vaccine** - 01/01/2000

**MMR Vaccine** - 01/01/2001

**Varicella Vaccine** - 01/01/2000

**Varicella Vaccine** - 01/01/2001

**Meningococcal Conjugate Vaccine (MenACWY, Menactra, Menquadfi)** - 01/01/2020

**Submit**

9. After clicking the blue submit button, it will take you to the Uploads page to upload any necessary supporting documentation (vaccination records, titers, waivers, etc.)

**Upload documentation for the following immunizations:**

MMR Vaccine received on 01/01/2000

MMR Vaccine received on 01/01/2001

Varicella Vaccine received on 01/01/2000

Varicella Vaccine received on 01/01/2001

Meningococcal Conjugate Vaccine (MenACWY, Menactra, Menveo, Menquadfi) received on 01/01/2020

Please only upload one copy of the document

## Upload Documents

Documented History Of Var

Immunization History

Medical Waiver- Meningococ

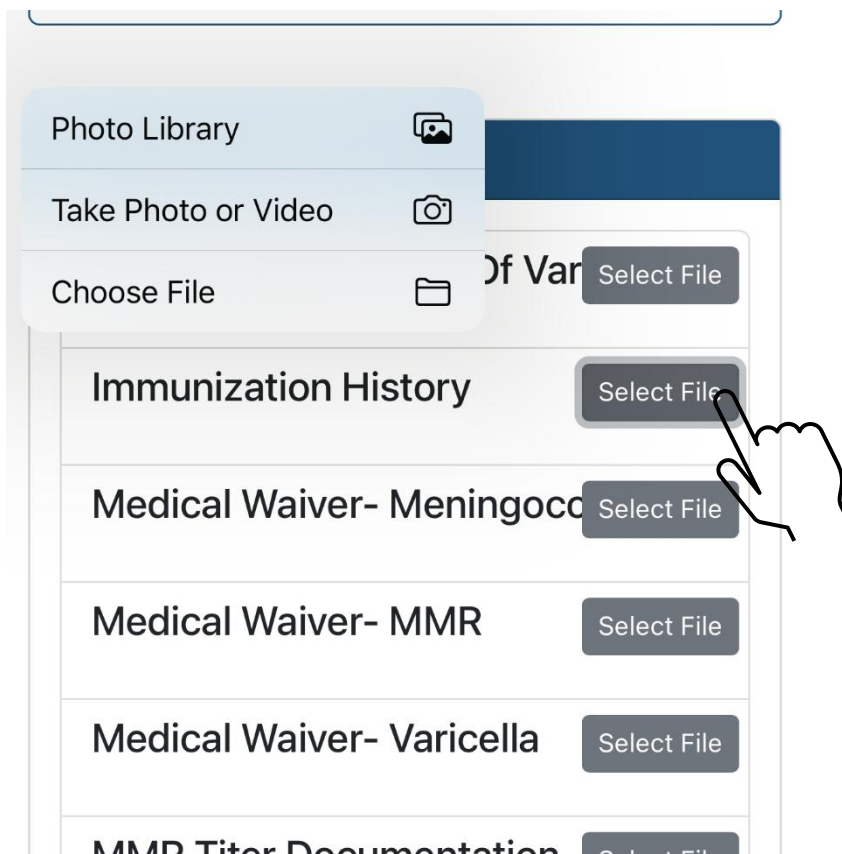
Medical Waiver- MMR

Medical Waiver- Varicella

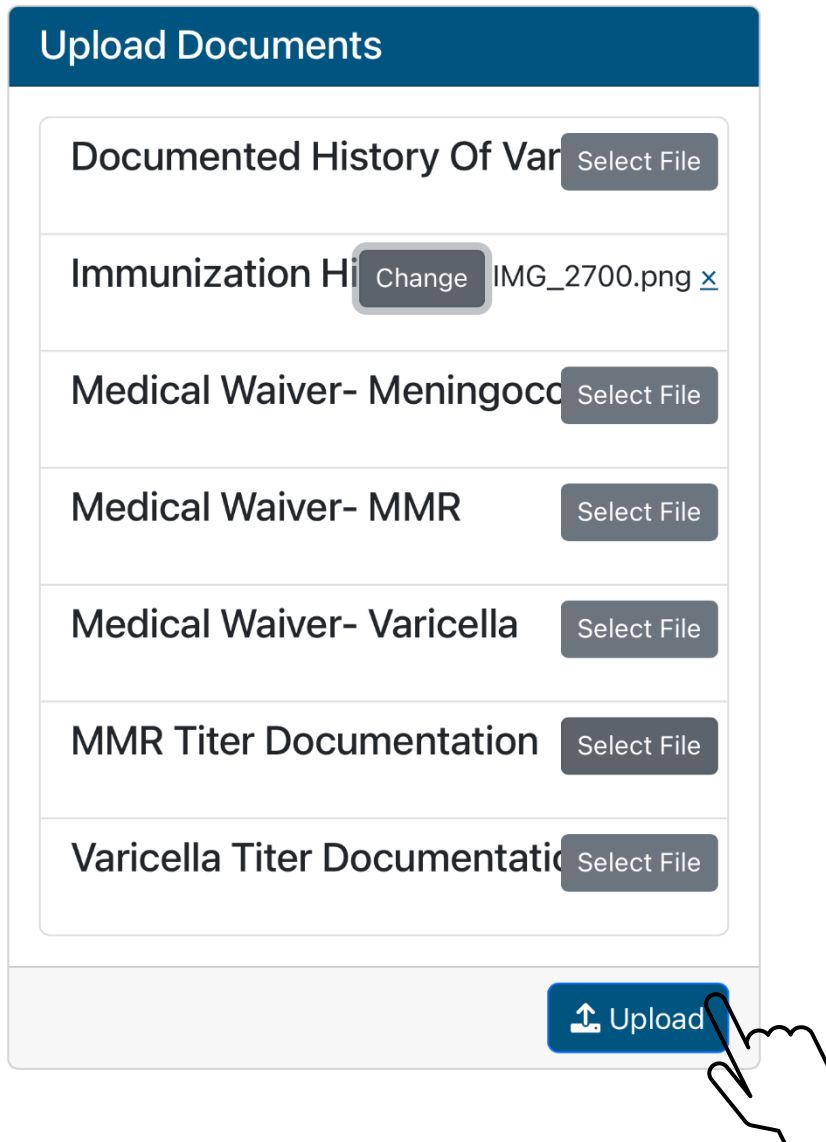
10. **If you do not upload a copy of the supporting documentation, we will not be able to verify your immunization or titer information, and your provided dates will not be saved.** If your dates do not match your

immunization record, your immunizations will not be considered acceptable.

11. On the Upload screen, you will see a list of available documents. Select the one(s) that applies to you. Click “select file” and begin the upload process. Upload your picture from the appropriate place on your mobile device.




12. After selecting the appropriate document, click Upload.



The screenshot shows a web form titled "Upload Documents" with a blue header. Below the header is a list of document categories, each with a "Select File" button. The categories are: "Documented History Of Var", "Immunization Hi", "Medical Waiver- Meningococ", "Medical Waiver- MMR", "Medical Waiver- Varicella", "MMR Titer Documentation", and "Varicella Titer Documentatio". The "Immunization Hi" category is selected, showing a "Change" button and the filename "IMG\_2700.png" with a close icon. At the bottom right of the form is a blue "Upload" button with an upward arrow icon, which is being clicked by a hand cursor.

Document Category	Action
Documented History Of Var	Select File
Immunization Hi	Change   IMG_2700.png x
Medical Waiver- Meningococ	Select File
Medical Waiver- MMR	Select File
Medical Waiver- Varicella	Select File
MMR Titer Documentation	Select File
Varicella Titer Documentatio	Select File

 Upload

13. Once you have uploaded your document(s), it will take you back to the home page. The Student Health and Counseling staff will be notified there are new items to review. It may take up to three business days for your immunization dates and documentation submission to be reviewed.