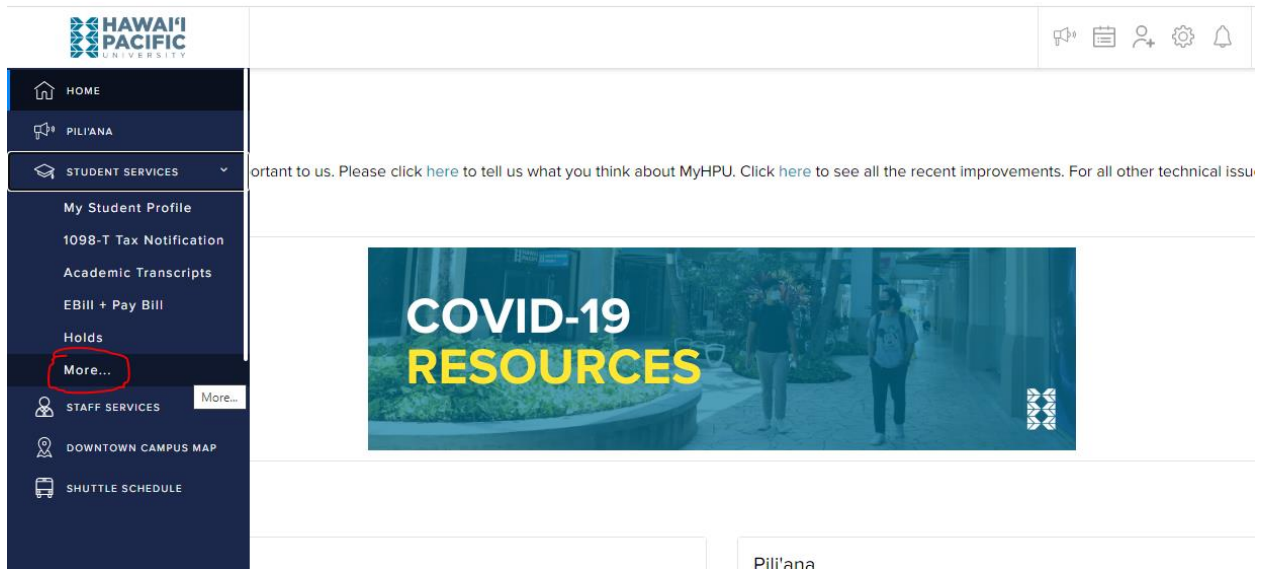


Uploading Medical Records to Med+Proctor

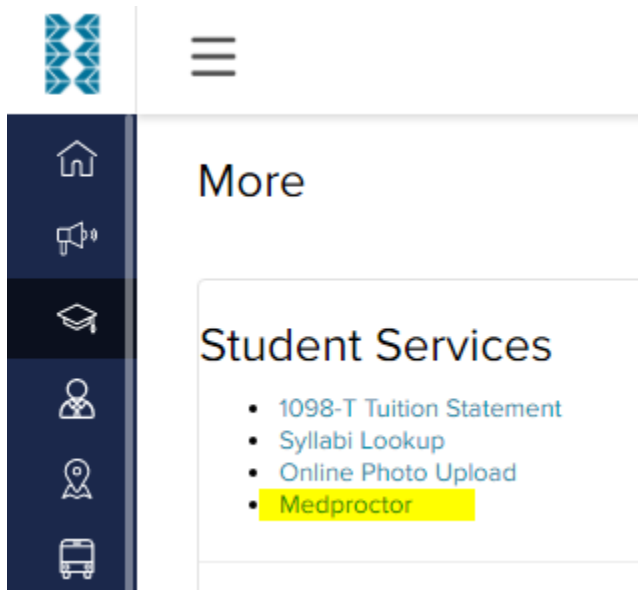
Step 1: Login to your MyHPU Portal

Step 2: Click on Student Services

Step 3: Click on More



Step 4: Click on MedProctor (you will then be signed in with the MyHPU Portal single sign on).





Note: If this is your first time signing into Med+Proctor, you will be asked to complete the following sections listed below. If you have already completed these steps, skip to Step 7.

Step 5: Complete your personal contact information.

Edit Profile x +

secure.medproctor.com/Profile/Personal



Personal Contact Information

First Name *

Middle Name

Last Name *

Date of Birth *
Format mm/dd/yyyy.

Sex *

Address 1 *

Address 2

City *

State/Province/Region *

Zip/Postal Code *

Country *

Preferred Phone *

Backup Email *
A personal email address different than your university address.

Step 6: Complete the following section based on your Entering Term.

Note: For students who started BEFORE Fall 2020, please select “Started courses at HPU prior to July 1, 2020” for your Requirement Group AND Entering Term.

Entering Term

Attention

Selecting the incorrect requirement group can significantly delay the processing of your records.
For more information about selecting the right requirement group visit <https://support.medproctor.com> and search our knowledge base.

Requirement Group *

Entering Term *

Student ID *

Campus Resident? *

New: First Year ▼

Select

- New: Transfer
- New: Visiting International Student
- New: First Year
- New: Exchange International Student
- New: Special Status
- Returning
- Continuing (Degree-Seeking)
- Continuing: Special Status
- Started courses at HPU prior to July 1, 2020

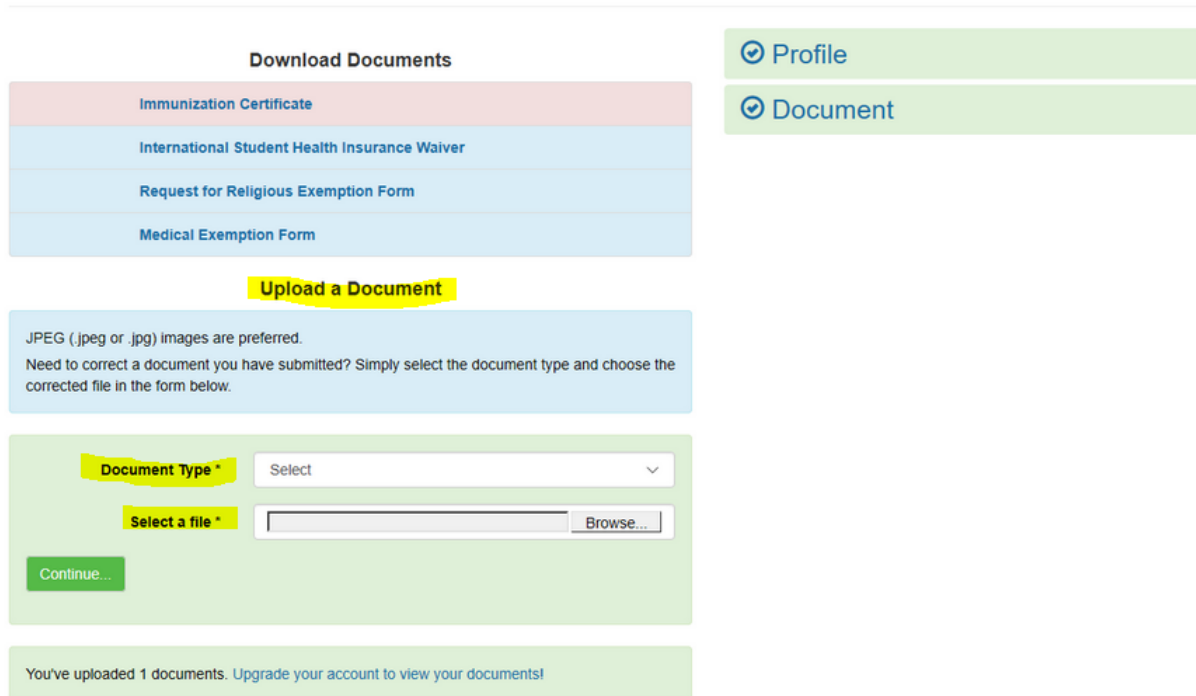
Fall 2020 Term ▼

Select

- Started courses at HPU prior to July 1, 2020
- Fall 2020 Term
- Winter 2020 Term
- Spring 2021 Term
- Summer 2021 Term

Step 7: Once you've created your profile, you can upload your documents in the Upload a Document section. **Documents submitted must be in JPG, GIF, PDF or PNG format.**

Documents



Download Documents

- Immunization Certificate
- International Student Health Insurance Waiver
- Request for Religious Exemption Form
- Medical Exemption Form

Upload a Document

JPEG (.jpeg or .jpg) images are preferred.
Need to correct a document you have submitted? Simply select the document type and choose the corrected file in the form below.

Document Type *

Select a file *

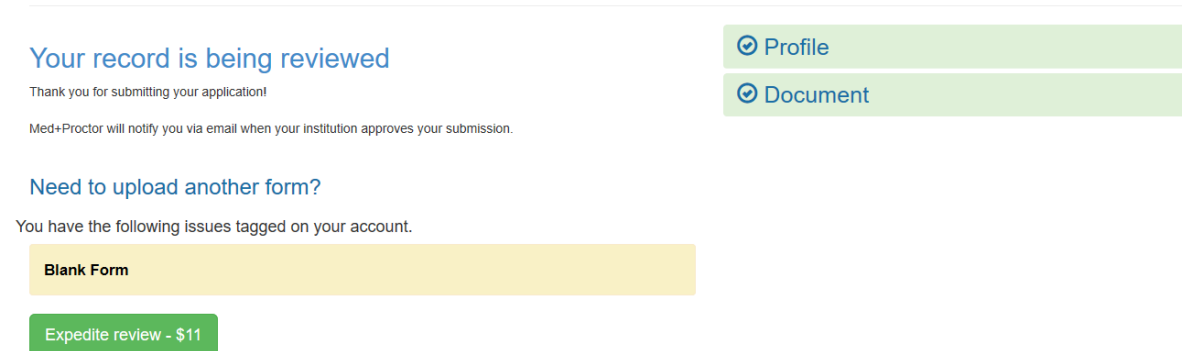
Continue...

You've uploaded 1 documents. [Upgrade your account to view your documents!](#)

Note: COVID-19 vaccination cards can be uploaded as “Supporting Documentation” with a photo of the front and back of the card.

Step 8: Once you've submitted your documents, you will see the screen below. Med+Proctor will automatically notify you if there are any missing immunizations.

Status



Your record is being reviewed

Thank you for submitting your application!

Med+Proctor will notify you via email when your institution approves your submission.

Need to upload another form?

You have the following issues tagged on your account.

Blank Form

Expedite review - \$11

For questions regarding your medical records, please contact HPU Health Services at (808) 544-9361 or at studenthealth@spclinic.org.