

## Proof of Vaccination/Testing Upload Instructions

The following instructions outline the process of uploading proof of Covid-19 vaccination or, when required, a weekly Covid-19 testing results. Employees may also use this process to upload an exemption request form and supporting documentation.

### Before You Begin

Review the [Communicable Disease Emergencies policy](#) for details about the College's vaccination and testing requirements.

Be sure to have access to **one** of the following on your device:

- A scan, photo, or PDF of a completed CDC Vaccination Card; or
- A screenshot, photo, or PDF of proof of vaccination from your provider's website; or
- A screenshot, photo, or PDF of your weekly Covid-19 test results; or
- A scan, photo, or PDF of a completed Durham Tech vaccination exemption request form.

*Make sure that all documents include your personal identifying information (full name, birth date, and employee ID)*

### Overview

You will be connecting to Medicat's secure servers from your computer or mobile device to upload your documents and to indicate your vaccination dates. To connect, you will be required to enter your Durham Tech credentials to confirm your identity. You will then follow the on-screen prompts to upload your documents and update your vaccination dates. The system will provide details as to what formats are accepted.

### Steps to Upload

- 1) Point your device's browser to: <https://durhamtech.medicatconnect.com/>
- 2) Enter your Durham Tech credentials into the fields provided at the top of the page and click the **Login** button.

*Use the format [Last Name][First Initial][Last 4 digits of ID] for the User Name.*

*Example: John Doe ID of 0981234 would provide doej1234 for the User Name.*

User Name	Password	Login
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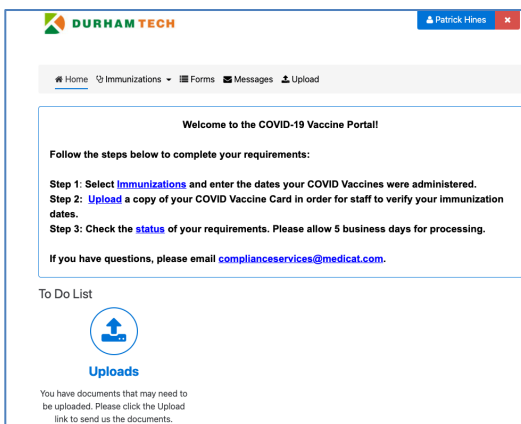


*Durham Tech Credential Example:*

*User Name: **doej1234***

*Password: **Durham Tech Password***

- 3) Once connected, you will be in the Medicat portal. Through this portal you can upload your documents, enter your immunization dates, check your status, and view your history.



- 4) Use the **Uploads** button to upload documents or to review your uploaded documents.  
*Note: Prior to uploading files, be sure to note limitations and naming requirements noted on the document upload page.*
- 5) Use the **Immunizations** drop-down to update your *Immunization Dates*.

### **Additional Notes**

- To review what you've uploaded, click **Uploads** and review documents already on file.
- To check status of your uploaded documents processing, use the **Immunizations** drop-down and select *View History*.
- After uploading your documents, it will take up to five business days for the verification to be processed.
- To review secure messages from Medicat, use the **Messages** button.
- If you have trouble logging onto the Medicat site (e.g., Logon Error or Home Page does not appear), contact the [ITS Helpdesk](#) (ext. 6111) for assistance.
- If you have trouble uploading documents after logging onto the Medicat system, please email [complianceservices@medicat.com](mailto:complianceservices@medicat.com) for assistance.