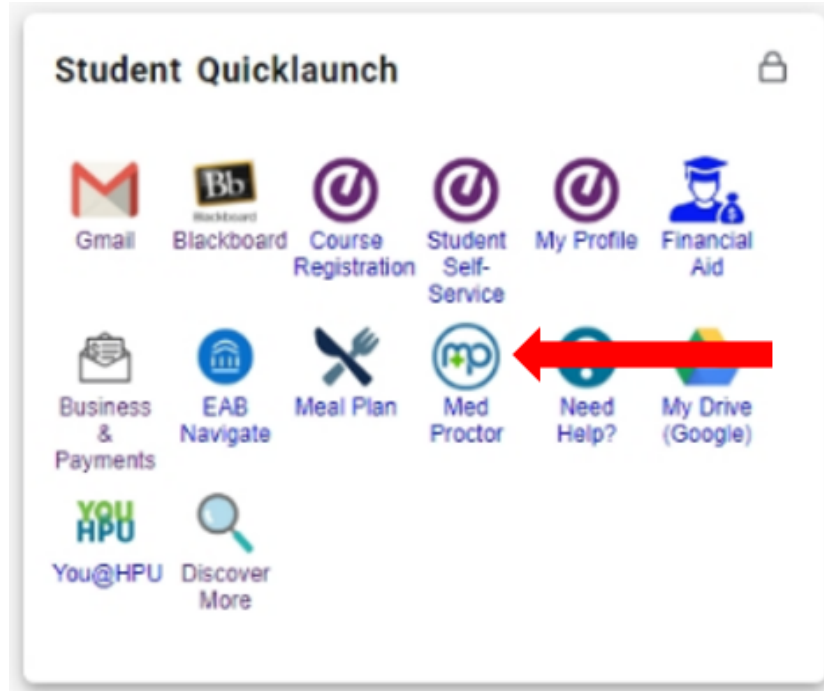


Uploading Medical Records to Med+Proctor

Step 1: Login to your MyHPU Portal at my.hpu.edu.

Step 2: In the Quick Launch, click on MedProctor.





Step 3: Sign 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 6.

Step 4: Complete your personal contact information.

mp 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 5: Complete the following section based on the first semester you started at HPU.

- **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. Failure to select the correct option may result in processing delays.

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 6: Once you've created your profile, you can upload your documents in the [Upload a Document](#) section. **Documents submitted must be in JPEG, 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 *

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

Profile

Document

Step 7: 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

Profile

Document

For questions regarding the state's health clearance requirements, please contact HPU Health Services at (808) 544-9361 or at studenthealth@spclinic.org.