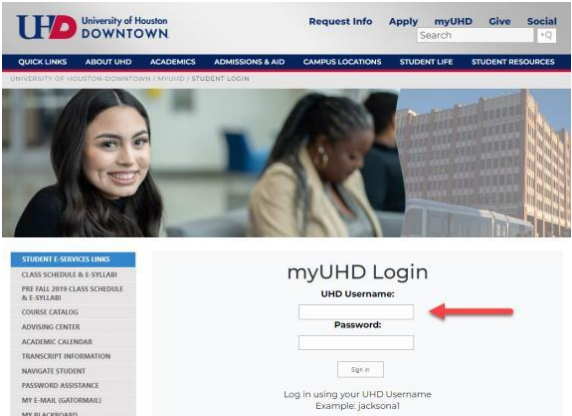
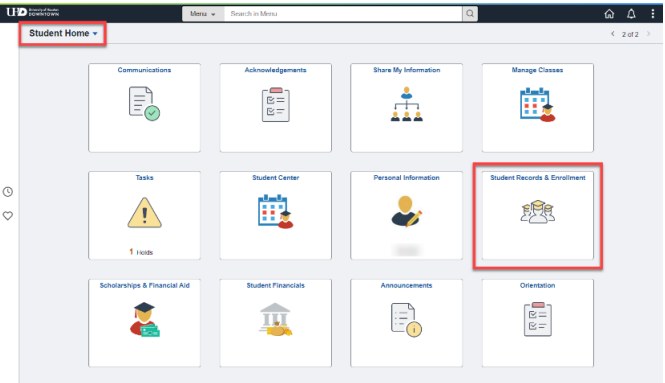
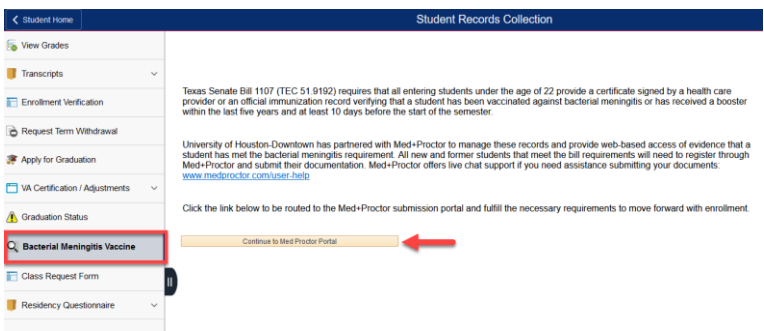


Once fully admitted to the University of Houston-Downtown, follow the steps below to submit your bacterial meningitis vaccination (BMV) documents to Med+Proctor.

If you decline the vaccine due to reasons of conscience, including a religious belief, you must complete and submit an original notarized [Texas Department of State Health Services \(TDSHS\) Vaccine Exemption Affidavit Form](#). This is the only acceptable documentation for this exemption. Exemption requests may take up to 3 weeks to be processed and mailed to you. Med+Proctor or UHD must receive the original affidavit document within 90 days of being notarized (faxed or emailed copies are not acceptable). Medical exemptions must also be submitted through Med+Proctor.

<p><b>1.</b> Sign in to myUHD at <a href="https://myUHD.uhd.edu">myUHD.uhd.edu</a></p>	
<p><b>2.</b> Select the <b>Student Records &amp; Enrollment</b> tile</p>	
<p><b>3.</b> On the left-hand menu, select <b>Bacterial Meningitis Vaccine</b>.</p> <p>Then, select <b>Continue to Med+Proctor Portal</b>.</p>	

4. Verify your personal information, enter the required fields and click **Continue**.

5. Review the User Agreement and **enter your full name** when ready.

6. Med+Proctor offers an **optional** feature, MP Pro. This feature is **not required** to submit your vaccine record. Click the **“No, thank you”** link at the bottom to submit the record.

7. Select the document type and file to upload your record.

**Vaccine Record** = select Immunization Certificate  
**Exemption** = select Supporting Documentation

8. Med+Proctor offers an **optional** expedited review service. Select the option you prefer.

**NOTE:** Most records are reviewed within 24 hours.

Standard record review usually takes 24-48 hours. If your documentation meets the requirements and is **Approved**, the bacterial meningitis hold will be automatically removed.

If your documentation does not meet requirements and is **Rejected**, the hold will remain, and you will receive an email with the status of your submission.