

How to access Med+Proctor

- Go here <https://www.ggc.edu/student-life/student-services/health-services/immunization/>
- Once on the page, please click the blue Med+Proctor Login button.

5. Be sure to check your Claw Mail for all verification updates



MED+PROCTOR LOGIN

- The blue button will take you to GGC's single sign on page. You will use your GGC username and password for the Single Sign-on page.

Georgia Gwinnett College Single Sign-on

MultiFactor-Authentication (MFA)

GGC is moving to multi-factor authentication. This will help to protect your personal information from unauthorized access.

For more information and to view tutorials on how to set up multifactor-authentication, go to www.ggc.edu/mfa.

All users will be required to use MFA by the beginning of Fall semester 2018.

Enter your MyGGC/D2L Credentials
(the first part of your GGC email)

- Once on the Med+Proctor site please create your "Security Questions"

Setup security

You will need to choose a clue or question that you can use to remember your secret phrase

- Use a clue that will help you remember your secret phrase.
- Use a phrase that you will be able to remember but will be difficult to guess.
- Keep this information secret!

Question and Answer 1

Clue/Question 1*

e.g. What is my father's middle name?

Secret Phrase 1*

Dale

Question and Answer 2

Clue/Question 2*

e.g. Favorite Color

Secret Phrase 2*

Green

- Next, fill in your Personal Information.

Personal Contact Information

First Name *

⊗ Pro

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.

You can select someone to speak with Med+Proctor support on your behalf. Federal laws prohibit sharing your medical and educational record with anyone without your express permission. We will not be able to discuss your medical record or enrollment with the person you select. We will be able to discuss only your Med+Proctor account status with the person below.

Third Party Relationship *

Third Party Email

Continue...

- Continue and choose the correct ELI Term. **Example: ELI Fall A-2020**

Entering Term

Attention

Selecting the incorrect requirement group can significantly delay the processing records.

For more information about selecting the right requirement group visit <https://support.medproctor.com> and search our knowledge base.

Entering Term *

ELI Fall A - 2020

Student ID *

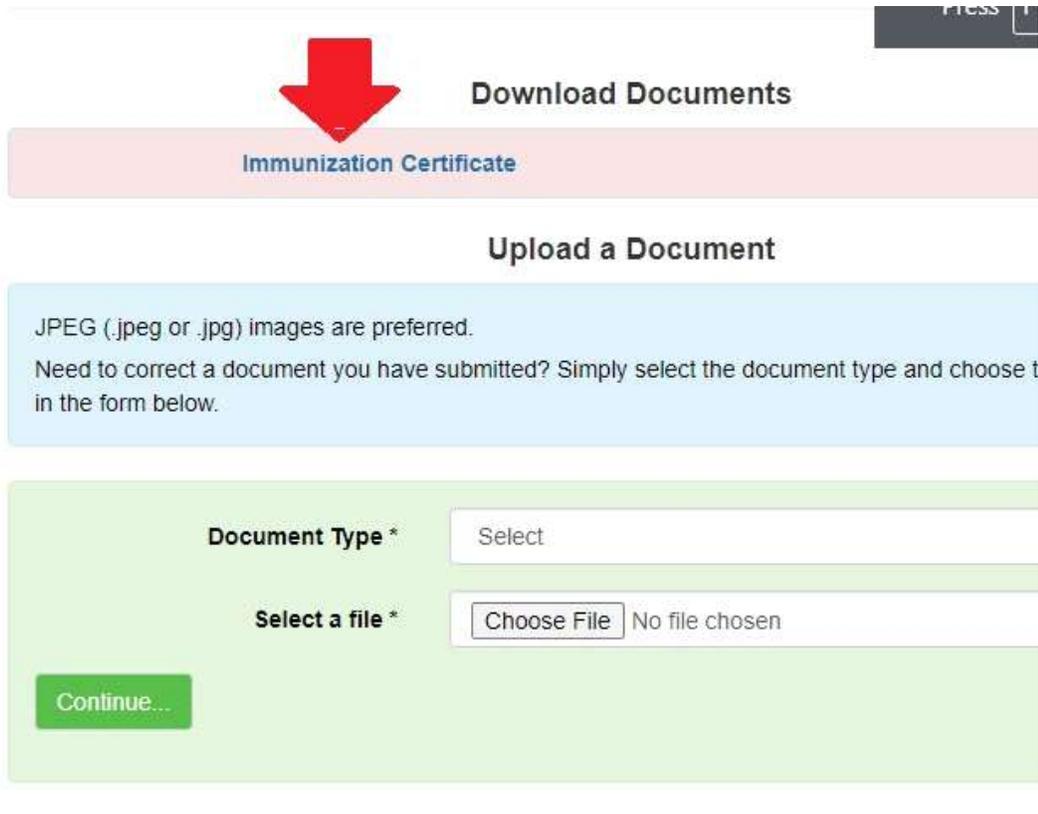
900

Campus Resident? *

No

Continue...

- The last page is where you can upload documents and download the Immunization Certificate. **Please, remember that documents must be in English to be reviewed.**



The screenshot shows a web interface with a dark grey header containing the text "PRESS IT". Below the header, there is a section titled "Download Documents" with a large red arrow pointing down to a pink button labeled "Immunization Certificate". Underneath this is a section titled "Upload a Document" with a light blue background. It contains the text: ".JPEG (.jpeg or .jpg) images are preferred. Need to correct a document you have submitted? Simply select the document type and choose the document in the form below." Below this text is a green form area with two fields: "Document Type *" with a dropdown menu showing "Select", and "Select a file *" with a "Choose File" button and the text "No file chosen". At the bottom left of the green area is a green button labeled "Continue...".