

# Step-by-Step Instructions for Completing the Immunization Compliance Process

1. Go to <https://coastal.medicatconnect.com> and log in with your CCU username and password.
2. Click on the “Uploads” tab on the left side of the screen. (see below)

**Welcome to the Center for Health Services**  
(Online Patient Portal)

**\*UPDATE\* Counseling and Psychological Services (CAPS) and the Live Student Union - Suite B213.**

**HOURS OF OPERATION:**

**FALL AND SPRING**

**MONDAY, TUESDAY, and WEDNESDAY 8:00am to 4:30pm**  
**THURSDAY 10:00am to 4:30pm, unless otherwise noted**  
**FRIDAY 8:00am to 12:30pm**

**Closed daily from 12 to 1 PM for lunch**

3. Click “Select File” for the document type that you are wanting to upload: (see below)

**Upload Documents**

**Insurance Card Front & Back**  
Please scan the front and back of your insurance card.

**Medical Exemption Form/Documents**  
Please utilize this document type to upload medical exemptions only.

**Proof Of Immunization (Immunization Documentation)**  
Please utilize this document type to upload immunization documentation only.

**Religious Exemption Form/Documents**  
Please utilize this document type to upload religious exemptions only.

4. Select the file you wish to upload and click the “**Upload**” button. (see below)

**Upload Documents**

**Insurance Card Front & Back** Select File  
Please scan the front and back of your insurance card.

**Medical Exemption Form/Documents** Select File  
Please utilize this document type to upload medical exemptions only.

**Proof Of Immunization (Immunization Documentation)** Change Immunization Information.JPG x  
Please utilize this document type to upload immunization documentation only.

**Religious Exemption Form/Documents** Select File  
Please utilize this document type to upload religious exemptions only.

Upload

5. Click on the “**Immunizations**” tab on the left side of the screen. (see below)

**COASTAL CAROLINA UNIVERSITY**

- Home
- Appointments
- Immunizations**
- Uploads
- Checklists and Forms
- Messages
- Insurance
- Education
- Statements
- My Profile

**Welcome to the Center for Health Services**  
(Online Patient Portal)

**\*UPDATE\* Counseling and Psychological Services (CAPS) and the Live Student Union - Suite B213.**

**HOURS OF OPERATION:**

**FALL AND SPRING**

**MONDAY, TUESDAY, and WEDNESDAY 8:00am to 4:30pm**  
**THURSDAY 10:00am to 4:30pm, unless otherwise noted**  
**FRIDAY 8:00am to 12:30pm**  
**Closed daily from 12 to 1 PM for lunch**

6. Click on “All Required” (see below)



All Required	▼
Recommended	▼
Other Immunizations	▼
Not Required for All Students	▼

7. Click the dropdown to select immunization type. (see below)



All Required	^
Please select one from list below:	
<input type="text"/>	▼
Recommended	▼
Other Immunizations	▼
Not Required for All Students	▼

8. Select the immunization type. (see below)

All Required	^
Please select one from list below:	
<input type="text"/>	
Measles/Mumps/Rubella (MMR)	
Meningococcal Vaccine or Waiver	
TDAP (Tetanus) Within The Last 10 Years	
Other Immunizations	▼
Not Required for All Students	▼

9. Enter the date or dates that the vaccine was administered and click “Submit” (see below)

All Required

Please select one from list below:

Measles/Mumps/Rubella (MMR)

Date 01/01/2024

Date 04/01/2024

**On File**

Measles/Mumps/Rubella (MMR) received on 6/24/2024

**Not Verified**

Entered Immunizations:

Measles/Mumps/Rubella (MMR) - 01/01/2024

Measles/Mumps/Rubella (MMR) - 04/01/2024

Submit

10. Repeat this process for each required immunization.

11. Click on the “Checklists and Forms” tab on the left side of the screen. (see below)

COASTAL CAROLINA UNIVERSITY

Home

Appointments

Immunizations

Uploads

**Checklists and Forms**

Messages

Insurance

Education

Statements

My Profile

Welcome to the Center for Health Services  
(Online Patient Portal)

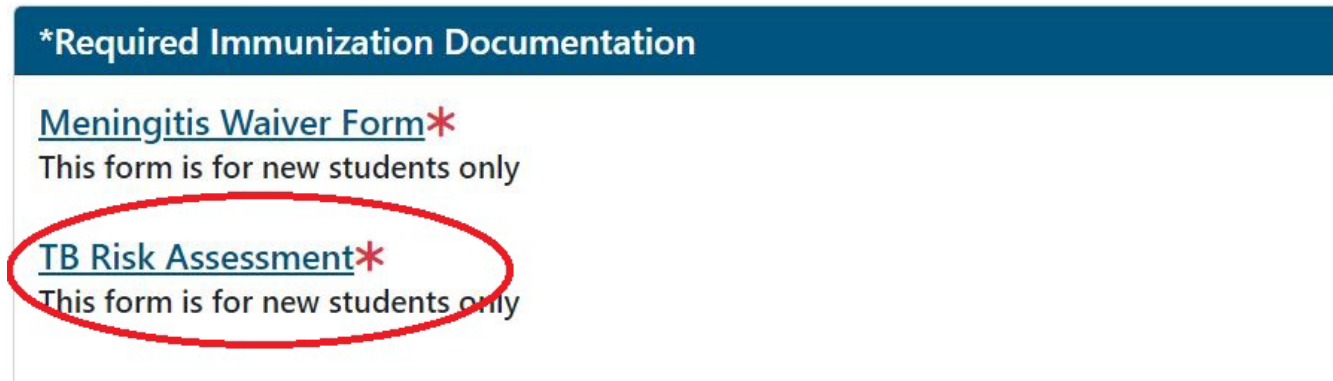
**\*UPDATE\* Counseling and Psychological Services (CAPS) and the Live Student Union - Suite B213.**

HOURS OF OPERATION:

FALL AND SPRING

MONDAY, TUESDAY, and WEDNESDAY 8:00am to 4:30pm  
THURSDAY 10:00am to 4:30pm, unless otherwise noted  
FRIDAY 8:00am to 12:30pm  
Closed daily from 12 to 1 PM for lunch

12. Click on the “**TB Risk Assessment**” link in the **\*Required Immunization Documentation** section (see below)



**\*Required Immunization Documentation**

[Meningitis Waiver Form\\*](#)  
This form is for new students only

[TB Risk Assessment\\*](#)  
This form is for new students only

13. Complete the **TB Risk Assessment** form and “**Submit**”

14. Only complete the **Meningitis Waiver Form** if you have not received the **Meningitis vaccine** and do not intend on receiving it before immunizations are due.