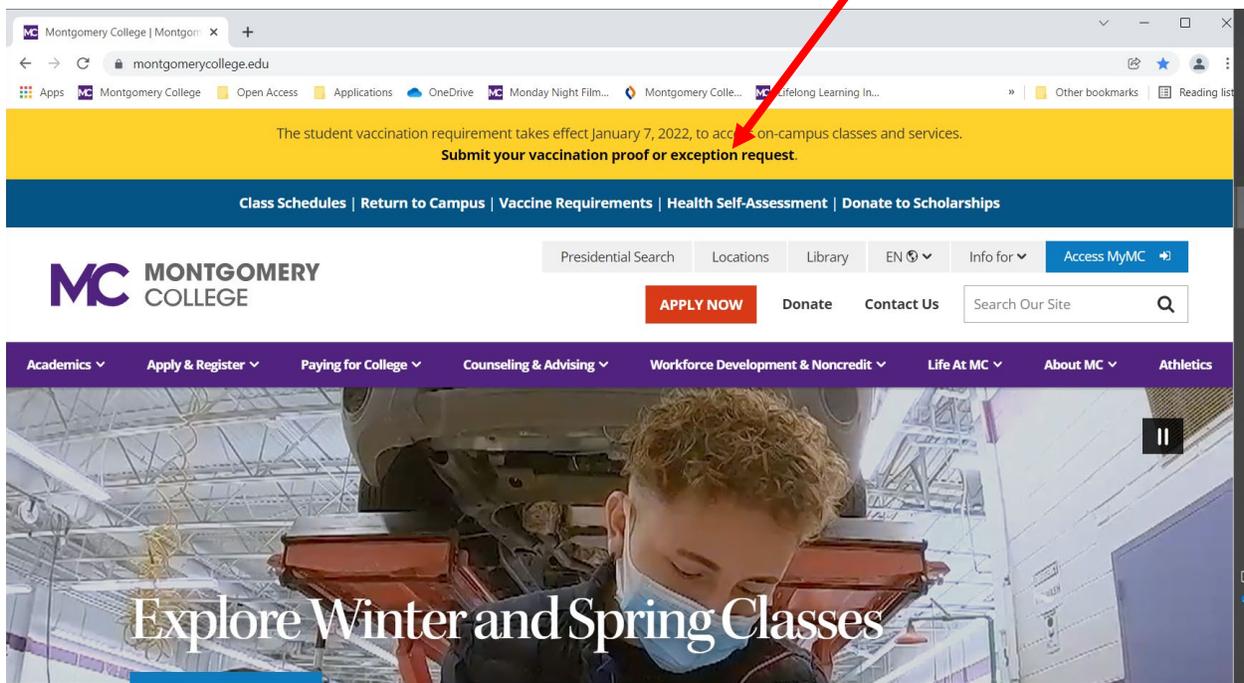
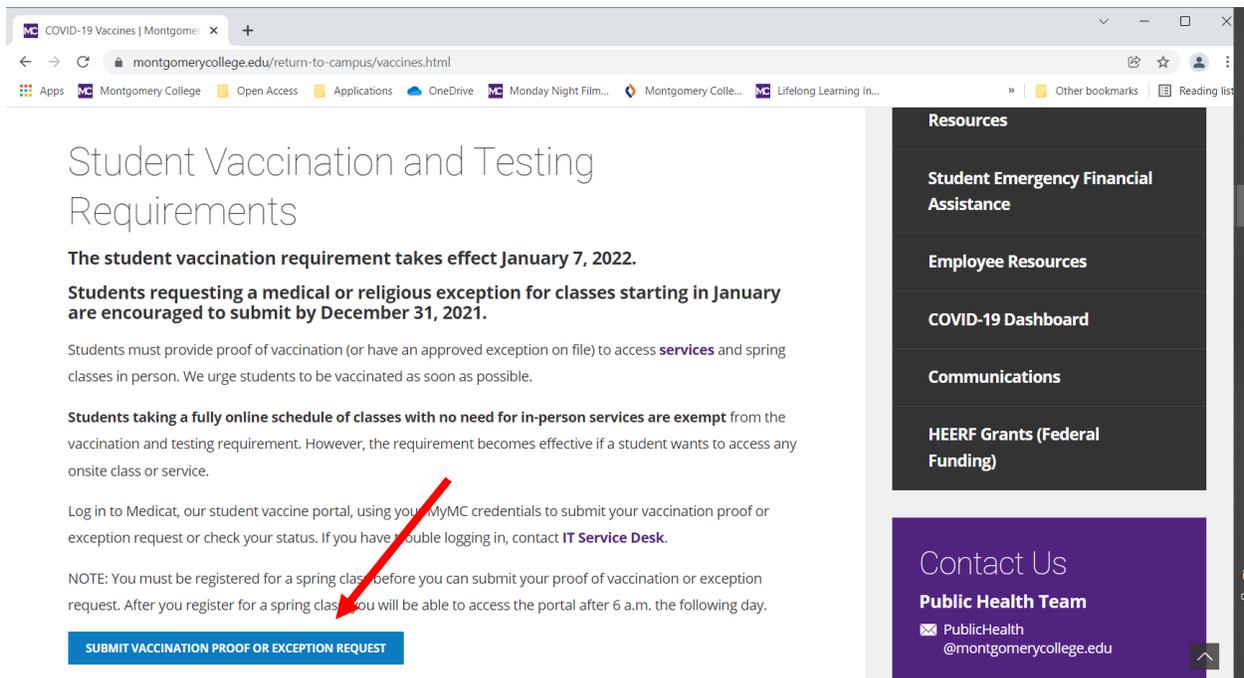


After you have registered for your class, at 6 am the next day, you can submit your vaccination proof or exception request.

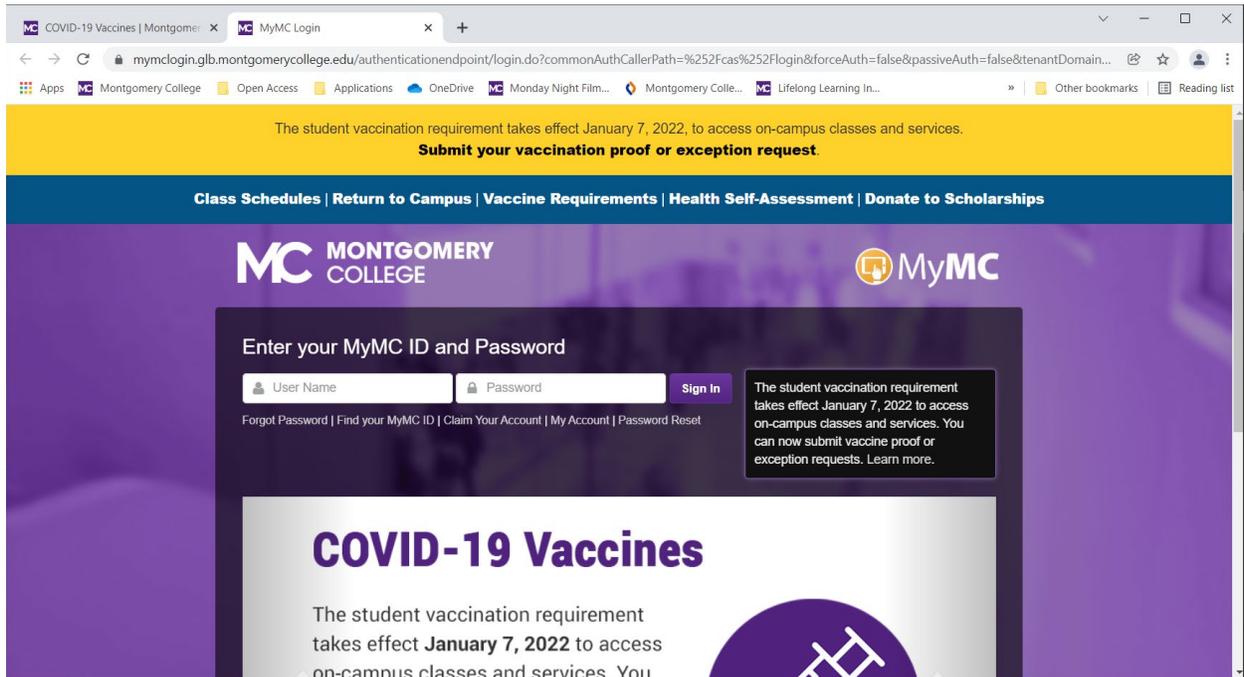
Visit www.montgomerycollege.edu and click “submit your vaccination proof or exception request” in the yellow box, at the top of the page.



The link will open to the vaccination and testing requirements page. Click on the blue box to submit your vaccination proof or exception request.

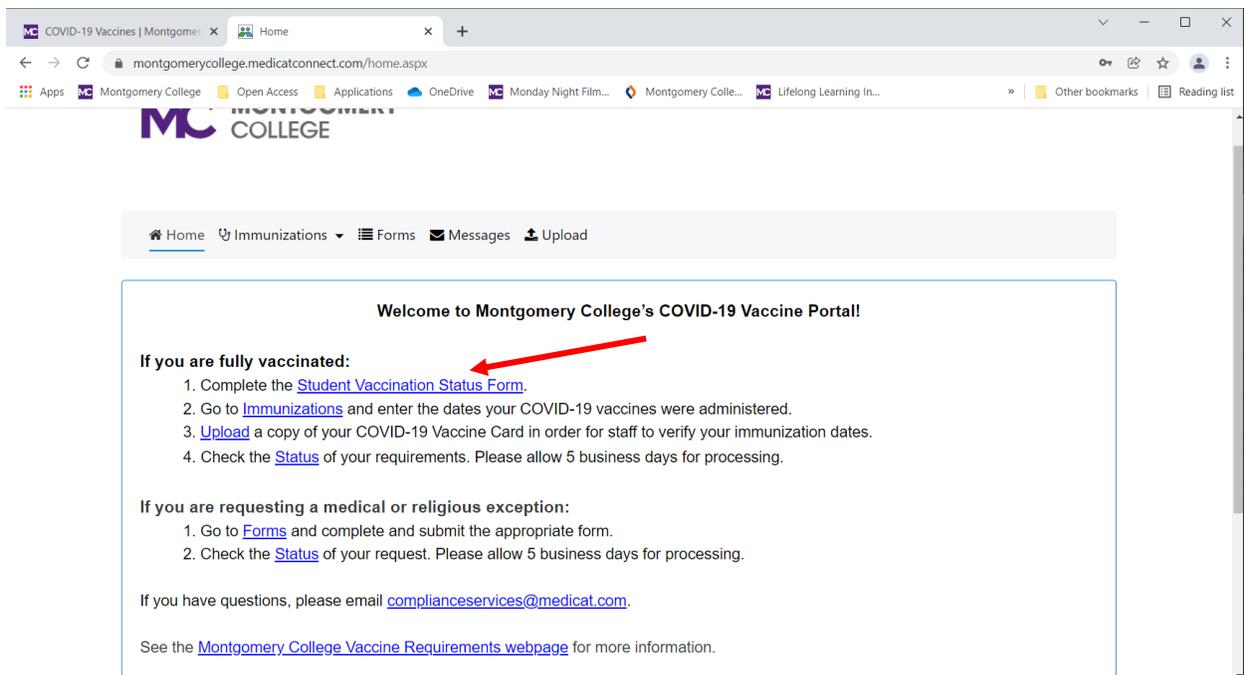


A new tab will open. Enter your MyMC credentials. Contact WDCE Customer Service at 240-567-5188, if you need assistance with obtaining your credentials.

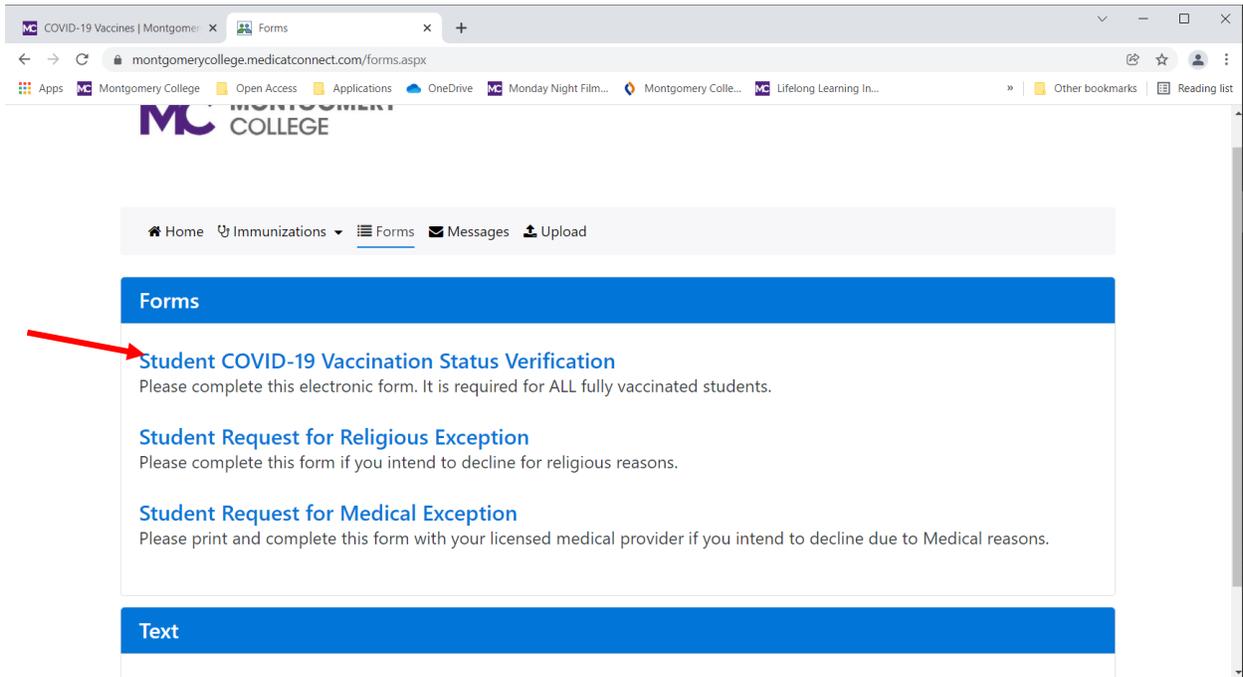


You will be taken to the Vaccine Portal. Choose whether you are submitting vaccination proof or requesting an exemption and following the steps below.

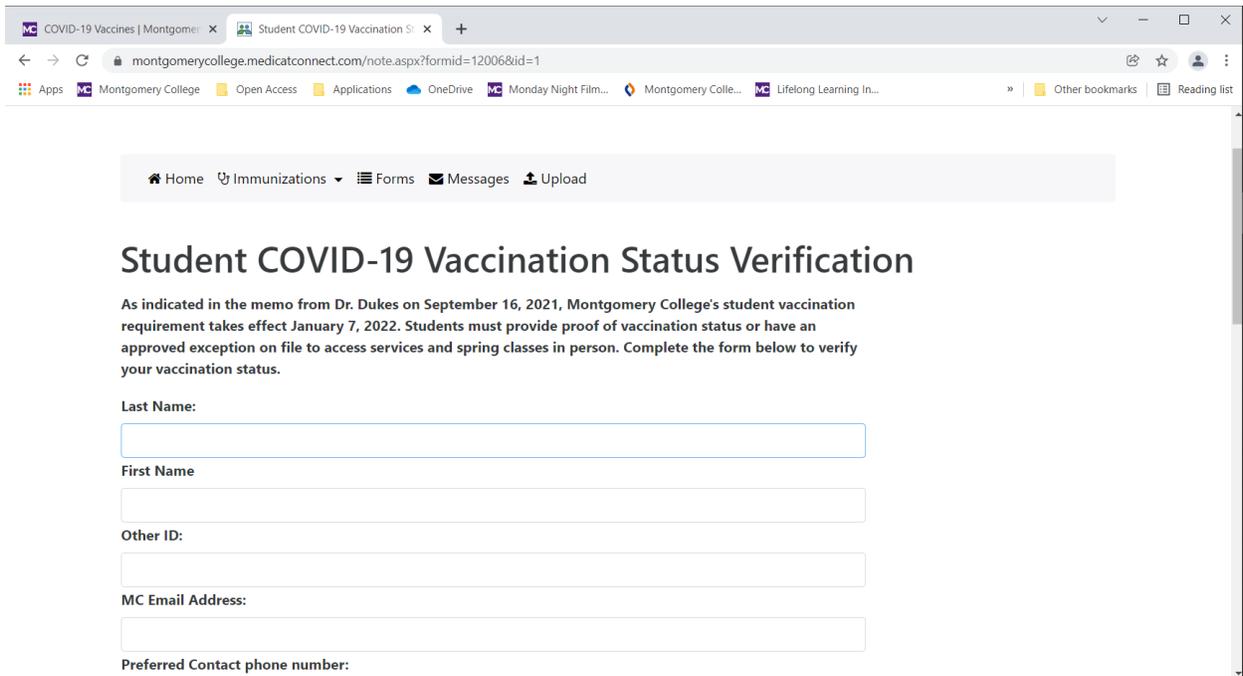
To submit vaccination proof, select "Student Vaccination Status Form."



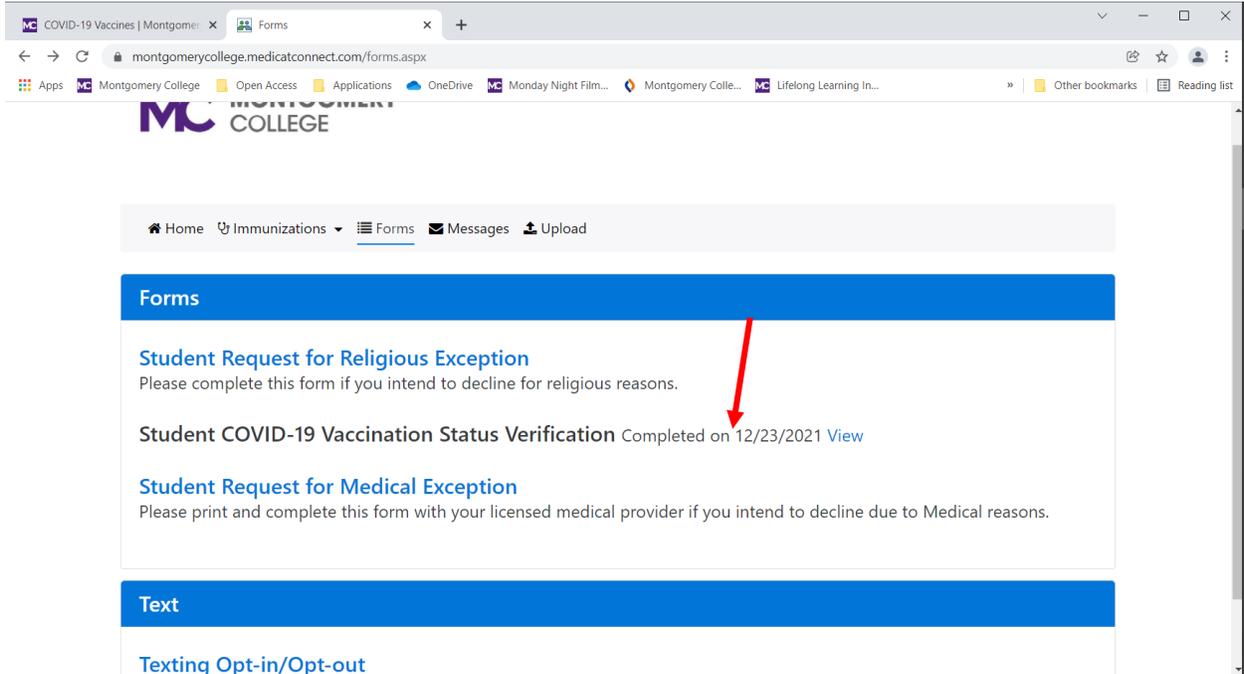
Select "Student COVID-19 Vaccination Status Verification."



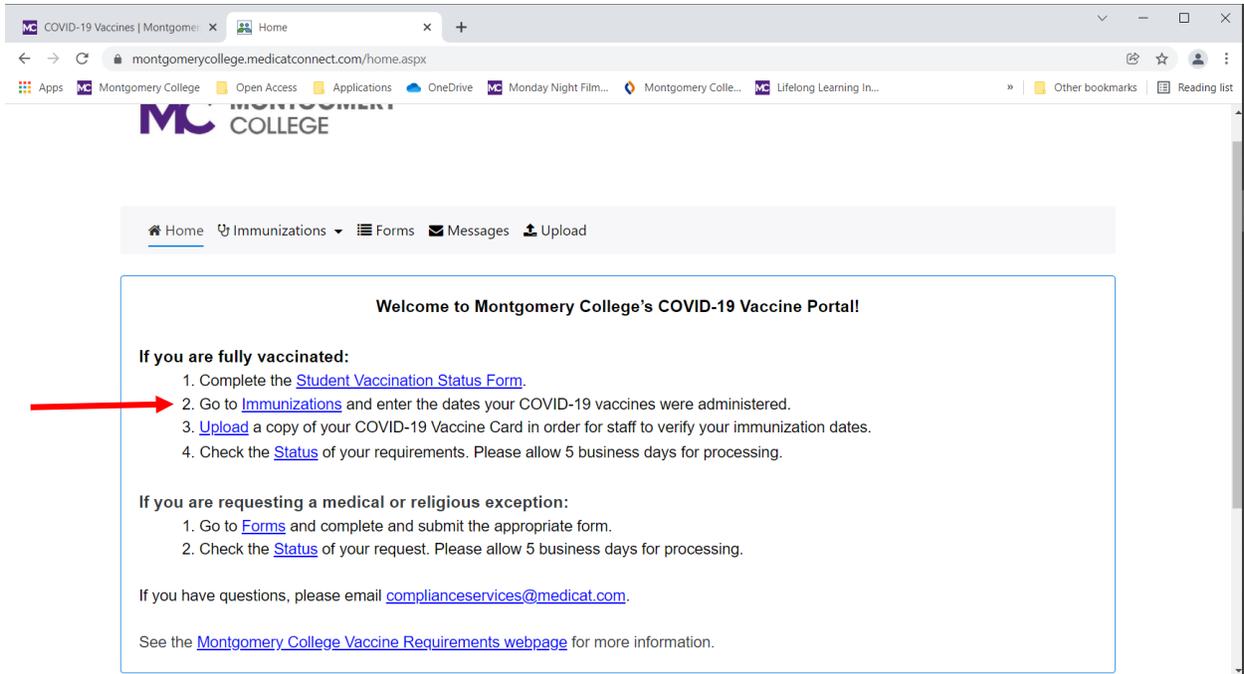
Your Last Name, First Name, and Other ID (M#) will be automatically populated. Enter the remaining information and answer the questions. Click Submit.



You will see on the forms page that you have completed this step.



Click "Home" to return to the main page. Click "Immunizations" to move to the next step.



Go to the area of the manufacturer of your vaccine and enter the dates that you received your shots. Click submit, when complete.

The screenshot shows a web browser window with the URL `montgomerycollege.medicatconnect.com/immunizationentry.aspx`. The page header includes the Montgomery College logo and navigation links: Home, Immunizations, Forms, Messages, and Upload. A message box says "Please enter the dates for the immunizations below." The main content area is titled "COVID-19 vaccination" and contains two sections: "Johnson And Johnson COVID-19 Vaccine" with a date input field (placeholder: mm/dd/yyyy) and a calendar icon, and "Moderna COVID-19 Vaccine" with two dose input fields (Dose 1 and Dose 2, both placeholder: mm/dd/yyyy) and calendar icons. A "Submit" button is located to the right of the form. A sidebar on the right contains the text "Enter one or all immunizations and then click the Submit button once." and a "Submit" button.

A box will pop up, asking you to upload your immunization record. Click on "Here" to upload.

This screenshot shows the same Immunization Entry form as above, but with a pop-up dialog box titled "Immunizations Entry" overlaid on top. The dialog box contains the text: "Immunizations have been saved. Please click [HERE](#) to upload a copy of your immunization record." A red arrow points to the word "HERE" in the text. An "OK" button is located at the bottom right of the dialog box. The background form is dimmed.

Follow the directions on the page, which explains the requirements of the image and how to upload it. Click “Submit” when completed.

Step #1: **Scan and save your documents** individually to your computer or take a picture with your smart phone. This is completed outside of the Patient Portal using your scanner software or smart phone. If you are uploading multiple documents, you will need to scan/take a picture and save each document as a separate file. **Make sure your name, date of birth, and dose information are on all documents.**

- Images **must** be .gif, .png, .tiff, .jpg, .jpeg. Documents **must** be .txt or .pdf.
- File **must** be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
- Be sure your file names do not include any special characters.

Step #2: In the section below there is a list of documents that can be uploaded. Choose the document you are uploading in the "Choose document you are uploading" drop down menu.

Step #3: Click **Select File** and locate the file on your computer or smart phone.

Step #4: Click the **Upload button**. The document will be listed below as a confirmation that the document was successfully uploaded.

- **REMEMBER - Before uploading your immunization record, please enter the dates of your required immunizations via the Immunization page of your Patient Portal. All documentation is required for verification purposes, and to be considered compliant.**

Types of Documents that may be uploaded:
COVID-19 Vaccination Record
PCR And/or Rapid Screen

After you click “Submit,” click “Home” to return to the main page.

Click “Status” to check on the status of your request. Please allow 5 days for processing.

Welcome to Montgomery College's COVID-19 Vaccine Portal!

If you are fully vaccinated:

1. Complete the [Student Vaccination Status Form](#).
2. Go to [Immunizations](#) and enter the dates your COVID-19 vaccines were administered.
3. [Upload](#) a copy of your COVID-19 Vaccine Card in order for staff to verify your immunization dates.
4. Check the [Status](#) of your requirements. Please allow 5 business days for processing.

If you are requesting a medical or religious exception:

1. Go to [Forms](#) and complete and submit the appropriate form.
2. Check the [Status](#) of your request. Please allow 5 business days for processing.

If you have questions, please email complianceservices@medicat.com.

See the [Montgomery College Vaccine Requirements webpage](#) for more information.