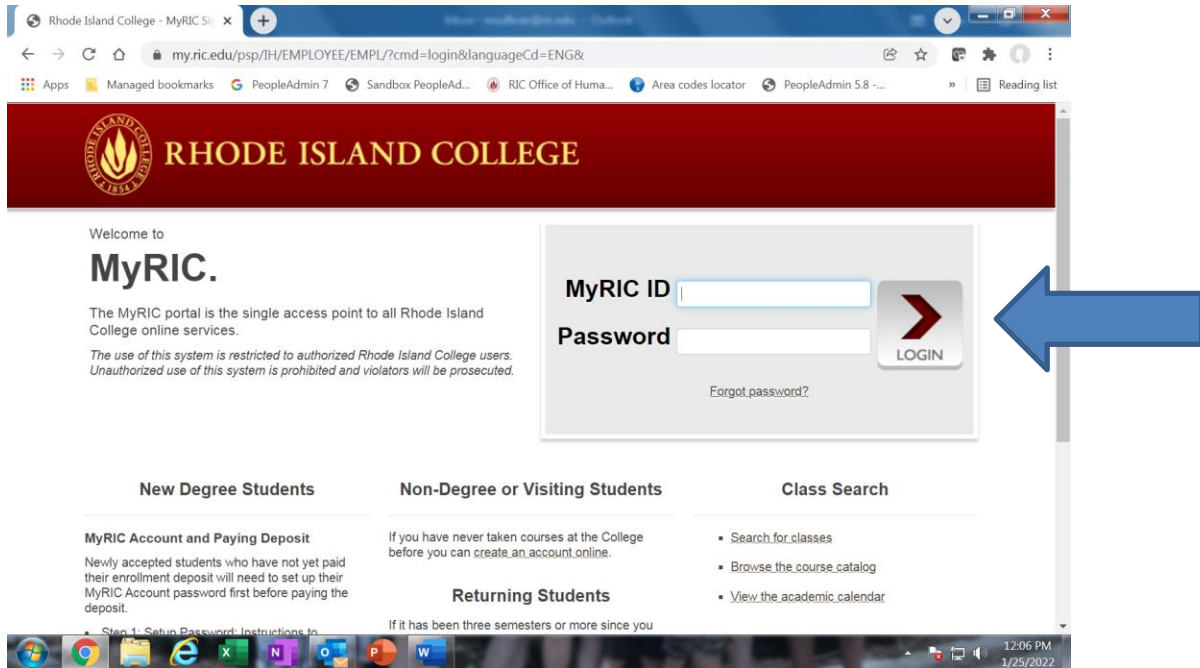
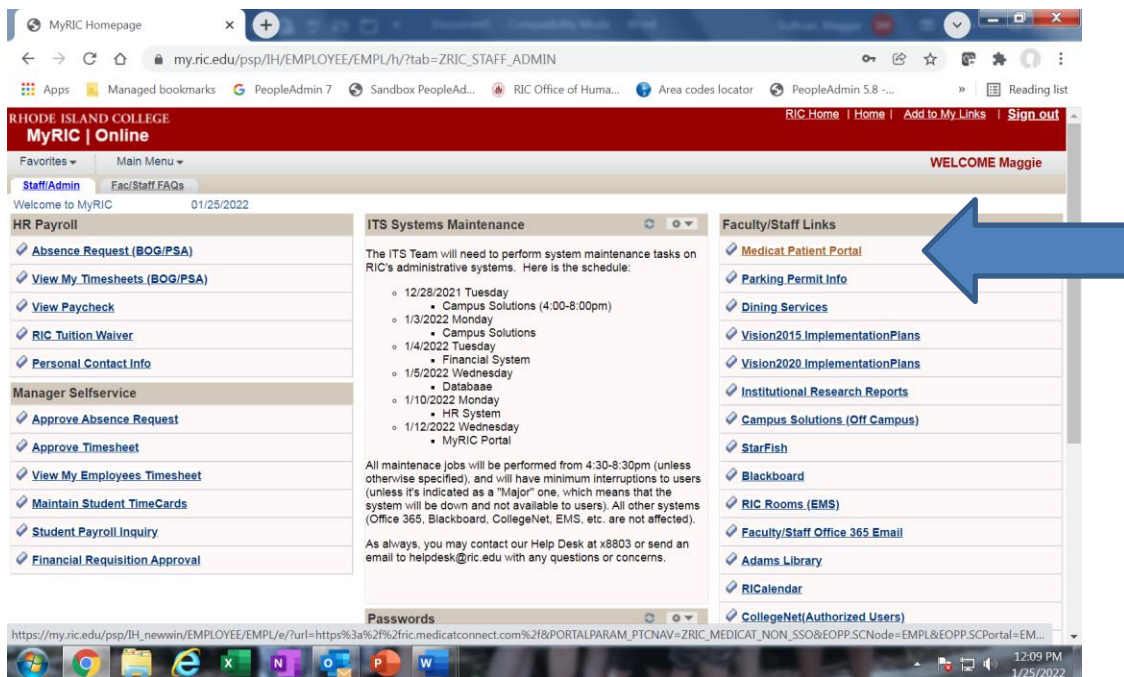


How to Access MediCat Portal to Upload Vaccination Documents or Exemption forms:

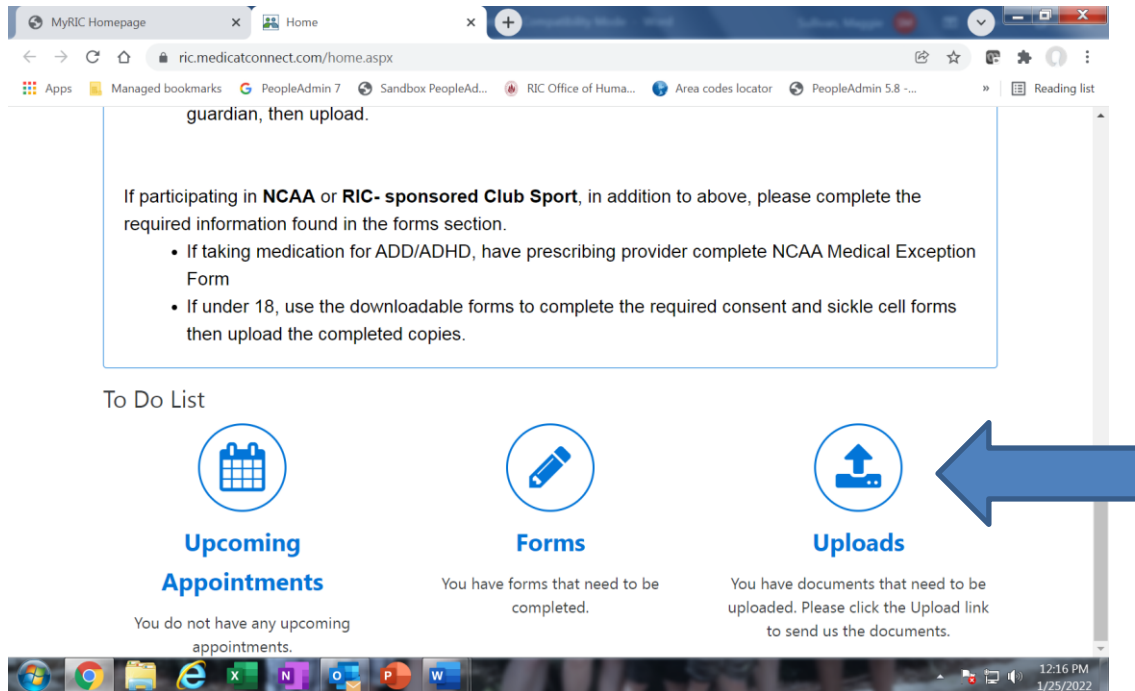
1. Go to MyRIC and long in with your MyRIC ID and password.



2. Under the Faculty/Staff Links on the right side of the page, Click on "Medicat Patient Portal" (this should be first item at the top of the right hand list)



3. Scroll to the bottom of the next page. At the bottom of the page click on the large blue icon labeled "Uploads".



4. Scroll to the bottom of the next page.
- In the box under "Choose document you are uploading:" select the document you wish to upload. is a box where you may select the document to be uploaded you will upload.
 - Then click on "Select File" and attach your document.
 - TIP: Be sure to have saved your document/photo ahead of time sot that it is available to select.

