

Medicat Patient Portal Instructions for Employees

When you receive your final vaccine injection (second shot of Pfizer or Moderna, only shot of J&J) please log into the Mediat Patient Portal and upload your vaccination record.

Please note, by uploading your vaccination record, you are authorizing Human Resources to notify your supervisor that you are not required to wear a mask, subject to the University's then-current mask protocols. Please notify Human Resources if you are concerned about your supervisor being informed that you are not required to wear a mask.

The link and login instructions for Mediat are as follows:

[Mediat Patient Portal](#)

1. After selecting "Fairleigh Dickinson University", you will be prompted to sign in with your FDU Net ID
2. Once on the site, Click "Here" under "FDU Employees Only" – See below screenshot
3. Scroll down to "Choose document you are uploading" and select "COVID-19 – Employee Vaccination Record" – See below screenshot. Please note, your Employee ID **does not** have to be included on the vaccination record scan.



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 and Student/Employee ID # 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.

Documents available to be uploaded:

- *COVID-19 - Employee Vaccination Record Authorization Form
- COVID Vaccination Record
- COVID-19 Lab Test Results Document
- Immunization Exemption Form
- Immunization Record
- Insurance Card - Back Image
- Insurance Card - Front Image
- Meningitis Response Form
- Physical Exam Form
- Symptom Assessment For Pulmonary Tuberculosis(TB)

Choose document you are uploading: