



Instructions for Ramapo College Medicat Patient Portal

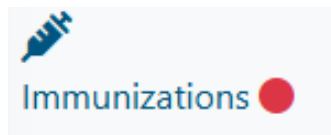
To access and log in to the Patient Portal, please visit this [link](#).

When logging in, please use your Ramapo username (exclude the [@ramapo.edu](#) when entering your username) and password.

The “Home” tab of the Portal details all the required immunizations, submission deadlines, and religious/medical exemption instructions.

Immunization Submission Instructions

- Before starting the submission process, make sure you have all necessary documentation in a single PDF document that is readily accessible.
- First, locate and press the “Immunizations” tab. The red dot indicates non-compliance with the requirements and means that certain immunization data is missing and needs to be submitted.



- Next, press the “All Required” tab and a drop down menu will appear. Here, students will have to manually enter the dates in which they received each required vaccination. **Do not press the “Submit” button until you enter in ALL dates for each vaccine that is required.**

A screenshot of a web form. At the top is a dark blue button labeled "All Required" with a white upward-pointing chevron. Below this is the text "Please select one from list below:" followed by a white dropdown menu with a downward-pointing chevron. At the bottom is another dark blue button labeled "Recommended" with a white downward-pointing chevron.

- Once all the dates are entered and you press the “Submit” button, it will automatically direct you to the “Document Uploads” tab. Here, you will press “Select File” and upload a PDF attachment of all necessary documentation for your immunization records. Make sure you press the “Upload” button once you have attached the file.

Upload Documents

Immunization Record

Select File

- To make sure that your document was properly uploaded, press the “Document Uploads” tab and under “Documents already on file” it will list all files that have been uploaded and received. **If this section of your portal is blank, you will have to re-enter your dates and re-upload your document(s).**

Documents already on file

Immunization Record received on 4/3/2026

[View File](#)

- If no document is uploaded **immediately** after entering in your dates, then your entered dates will not be saved in the system.
- If you are uploading documentation for blood work, please upload your file under “Lab Bloodwork Results.”
- If you are uploading a medical exemption, please upload your file under “Medical Waiver Documentation.”
- If you are uploading a religious exemption, please upload your file under “Religious Waiver Documentation.”
- Once these steps are completed, please allow 5 business days for the submitted records to be reviewed and verified by staff.

How to View Your Compliance Status

To check the status of your compliance to the immunization requirements, press the “Immunizations” tab.

- Please allow 5 business days after submission of your records for your compliance status to update.
- Students will see either: No Data, Not Compliant, or Verified.

No Data

Not Compliant

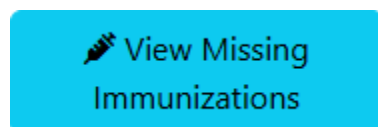
Verified

- If you are seeing **No Data**, it means that nothing has been submitted or received.
- If you are seeing **Not Compliant**, then only some of the necessary information has been received, accepted, and verified by staff. There will be a list included of what requirements have been fulfilled and which ones are still missing (example pictured below). All the required vaccines that are not checked off, will need to be manually entered and submitted to complete the requirements. It will also say “Not Compliant” if your submitted records have not yet been reviewed and verified by staff.

Required

- ✓ Hepatitis B
- ✗ Measles
- ✓ Meningitis ACWY
- ✗ Mumps
- ✗ Rubella
- ✗ Tuberculosis Screening

- Students can also view their missing immunizations by pressing the button pictured below.



- If you are seeing **Verified**, then all necessary documentation has been submitted and you are in full compliance with the immunization requirements. No further action is required.

How to Submit the Tuberculosis Screening Questionnaire

- In order to properly submit the Tuberculosis Screening Questionnaire, visit the “Forms” tab and locate “TB Screening Form.”
- The student will answer the first 6 questions on the form and sign their name in the student signature box. If all answers are NO, then no further action is required and the student can press submit.
- If any answers are a YES, then further testing and a doctor’s signature is required. Students will need to submit proof of either a Mantoux PPD Test or a QuantiFERON-TB Gold (QFT) test with negative results to fulfill the requirements.

How to Send and View Messages

- If you have any questions or concerns related to the immunization requirements, visit the “Messages” tab on the portal.
- Press “Compose.”
- Your message is going to go to the “Immunization Coordinator.”
- Make sure you fill out the subject of your message.
- When conducting your message, make sure it is as detailed as possible in order for Health Services staff to properly assist you.
- Messages may only be used for communicating questions or concerns about Ramapo College’s immunization requirements. Consult with your doctor or other care provider if you have any questions or concerns of a medical nature.
- Once you are done writing your message, press “Submit.”
- You will be able to review all messages sent by pressing “Sent” as well as all messages that you receive by pressing “Inbox.”

The screenshot shows a web interface for composing a message. At the top, there are three tabs: "Inbox", "Compose" (which is highlighted in blue), and "Sent". Below the tabs, there are three input fields: "To" (with "Immunization Coordinator" entered), "Subject" (with "Subject" entered), and "Message" (a large empty text area). At the bottom left, there is a blue "Submit" button with a person icon.