

Uploading your Immunization and Insurance Documents to the Medicat App

Before uploading to the Medicat App, you must scan and save your documents individually to your computer. Each document MUST be a separate file.

- If you are uploading an image, it must be a .gif, .png, .tiff, .jpg, or .jpeg file.
- Documents must be a .txt or .pdf file
- Documents must be smaller than 4MB.
 - It is recommended that you scan in Black & White and at a setting of 150 DPI to achieve a smaller file size.
- File names should NOT include any special characters (!@#\$%^&*)

1. Log onto your MyHofstra portal (My.Hofstra.edu) using your Hofstra ID number and password.

2. Once logged on, in the top right-hand corner there is a silhouette of a person. To the left of that is a 3x3 grid. Click on that to open the menu.



3. In the menu look for the Medicat app and click to open.



4. Scroll down on the Medicat page and click on “Uploads”.

5. On the “Uploads” page, click the drop-down menu “Choose document you are uploading”.

6. Choose the appropriate document. A “Select File” button will appear. Click that button.

7. After clicking “Select File”, find the matching file on your computer.

8. Once you have found the file, click “Upload”. The document will be listed with a confirmation that it has been added to the queue.

- a. If you make a mistake, there is an “X” at the end of the document name.

9. Repeat Steps 5-8 for each document you are uploading.

10. All documents being uploaded will appear below the “Documents Already On File” section.

Hofstra’s Student Health and Counseling Center is committed to the privacy of all students. Any and all documents uploaded will be kept confidential.

If you need further assistance with uploading your forms or any medical-related inquiries, please contact the Student Health and Counseling Center at 516-463-6745