



## Overview

In an effort to promote a healthier campus, Indiana University has partnered with Med+Proctor to collect and review immunization information for our students. **As a student taking at least one class on the Bloomington or Indianapolis campuses, you are required to submit your immunization records to Med+Proctor. You must complete the [IU Immunization Policy](#) requirements before you enroll for subsequent semesters.** This will NOT affect registration for your current semester or an upcoming semester for which you are already registered.

Students on other IU Campuses are encouraged to complete their immunization record to avoid being prevented from attending classes should an outbreak occur; however, regional campus students will not receive a registration hold if they do not comply. Please note that students from any IU campus who are enrolled in *all online-only* classes are exempt from [IU Immunization Policy](#) requirements.

To comply, you will need to provide proof of immunization OR documents as to why you could NOT be immunized **before your next registration**. A summary of the process is listed below:

1. Upload supporting documentation of immunizations for the following diseases:
  - a. Measles (requires two doses, usually received as MMR)
  - b. Rubella (German measles, requires two doses, usually received as MMR)
  - c. Mumps (requires two doses, usually received as MMR)
  - d. Meningitis ACWY required for students under age 22 (meningococcal disease caused by serogroups A, C, W, and Y)
  - e. Tetanus-diphtheria-acellular pertussis (Tdap)
  - f. Varicella (requires two immunizations that will need to be uploaded separately)
  - g. Meningitis B two doses are *recommended*, though not required, for students under age 24 (meningococcal disease caused by serogroup B)

If applicable, you may instead provide one of the following pieces of documentation:

- physician's written statement of immunity due to having had the infection
  - statement of contraindication to a vaccine (accompanied by a physician's statement)
  - a lab titer test documenting immunity
  - a signed statement of religious exemption
2. International students must also provide signed medical documentation that they have been tested for tuberculosis in the United States, the date the test was performed, and the results of the test, or submit to a test shortly after arrival. If you are submitting documentation, you will be able to use an electronic file upload when completing your immunization compliance data. US Citizens, Naturalized Citizens, and Permanent Residents are exempt from the tuberculosis requirement.

Students can access their individual Immunization record via a task in One.IU or by going directly to <https://www.medproctor.com/>.

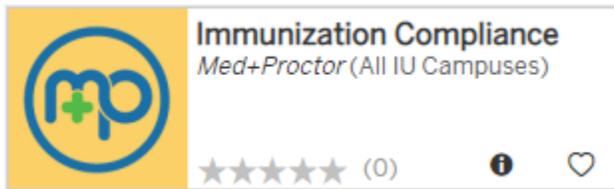
Students are notified via e-mail when they are required to complete their immunization compliance.



## Steps

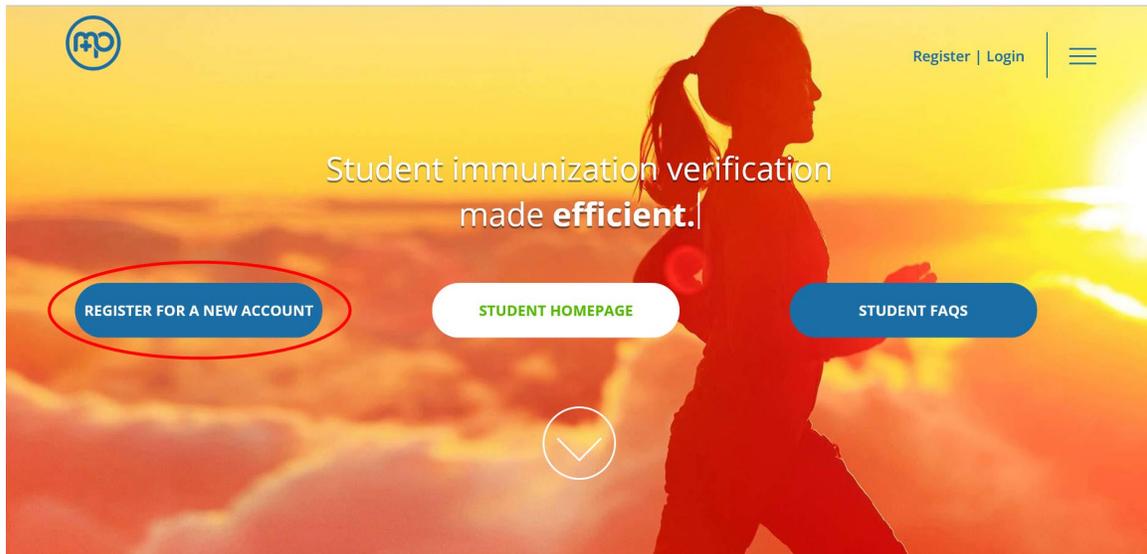
If you have an IU computing account, you can access the Med+Proctor Immunization Certificate via One.IU. If you have an IU email address, but have not yet created your computing account, you may go directly to <https://www.medproctor.com/>.

1. Navigate to <https://one.iu.edu>.
2. Using the One.IU search bar, type “*immunization*” and press **ENTER**.
3. Click on the **Immunization Compliance** tile/task.



If you are not currently signed in, a prompt will display to enter your **Username** and **Passphrase**.

4. On the Med+Proctor homepage, click the **Register for a New Account** button.



The Med+Proctor immunization certificate is dynamic and will display exactly which requirements are required and/or recommended for you. You must upload documentation that verifies you have met these requirements. Your supporting documentation must be reviewed and approved by Med+Proctor staff before you are considered compliant. You will receive emails from Med+Proctor regarding your verification progress and upon completion of the process.

5. On the *Registration* page, enter your **IU email address**.



# Immunization Compliance in Med+Proctor



## Register for a Med+Proctor account

- Enter a working email address below.
- For best results use your university or college email. Your school may require that you use one to register.
- If you don't have a university email address, then use a personal one.

School email address

[Register](#)

6. Click the [Register](#) button.
7. Complete the registration process by entering your information on the *Welcome* page. Some of the information may be pre-populated for you by Indiana University.



## Welcome! Let's get started.

The email address you entered is associated with a Med+Proctor university or college. If you are not completing this application for **Indiana University** then please contact support at [help@medproctor.com](mailto:help@medproctor.com).

Email Address

**Securing your personal data is very important to Med+Proctor**  
Your password **must** contain the follow characteristics...

1. 8 or more characters
2. At least 1 upper case letter (A-Z)
3. At least 1 lower case letter (a-z)
4. At least 1 number (0-9)
5. At least 1 special character (~!&#%&^&\*?=@-+\_)
6. No common passwords

Password

First Name

Last Name

Date of Birth   
Format mm/dd/yyyy.

Phone

[Register](#)



8. Click the **Register** button.

9. On the *Setup security* page, enter a **Clue/Question** and **Secret Phrase** for Question and Answer 1 and Question and Answer 2.

10. Click the **Save clues and phrases** button.



[Messages](#) [Status](#) [Account](#) [Sign Out](#)

## Personal Contact Information

First Name *	<input type="text" value="Ima"/>	<input checked="" type="radio"/> Account
Middle Name	<input type="text"/>	<input type="radio"/> Profile
Last Name *	<input type="text" value="Tester"/>	
Date of Birth *	<input type="text" value="05/01/2001"/> <small>Format mm/dd/yyyy.</small>	
Sex *	<input type="text" value="Female"/>	
Address 1 *	<input type="text" value="123 Test St"/>	
Address 2	<input type="text"/>	
City *	<input type="text" value="Test Town"/>	
State/Province/Region *	<input type="text" value="IN"/>	
Zip/Postal Code *	<input type="text" value="44444"/>	
Country *	<input type="text" value="United States"/>	
Preferred Phone *	<input type="text" value="123-456-7890"/>	
Backup Email *	<input type="text" value="email@email.com"/> <small>A personal email address different than your university address.</small>	

You can select someone to speak with Med+Proctor support on your behalf. Federal laws prohibit sharing your medical and educational record with anyone without your express permission. We will not be able to discuss your medical record or enrollment with the person you select. We will be able to discuss only your Med+Proctor account status with the person below.

Third Party Relationship *	<input type="text" value="Mother"/>
Third Party Email	<input type="text" value="ImaMom@email.com"/>

11. On the *Personal Contact Information* page, complete all the fields.

12. Click the **Continue** button.



# Immunization Compliance in Med+Proctor

Messages Status Account Sign Out

## Entering Term

**Attention**  
Selecting the incorrect requirement group can significantly delay the processing of your records.  
For more information about selecting the right requirement group visit <https://support.medproctor.com> and search our knowledge base.

Account Profile

Requirement Group \* International Student

Entering Term \* 2019 Summer

Student ID \* 20000000001

Class \* Junior

First time entering this university or college? \* No

Campus Resident? \* No

Transfer Student? \* No

Continue...

13. On the *Entering Term* page, complete all the fields.

14. Click the **Continue** button.

Med+Proctor Agreement

## END USER LICENSE AGREEMENT / TERMS OF USE

**IMPORTANT: PLEASE READ THIS EULA CAREFULLY.**  
Med+Proctor is a developer and distributor of educational and medical record management hardware, software, and mobile applications. Med+Proctor also provides Services to Educational Institutions, which use its proprietary Program.

This EULA is between Med+Proctor and User. Please read this EULA carefully, as User accepts and agrees to be bound by all Terms by accessing and/or using the Site, Program and/or Services. If User does not accept or agree to be bound by the Terms of this EULA, then User should not access or use the Site, Program and/or Services, and User must immediately exit this Site and/or discontinue use of the Program and/or Services. The access and/or use of the Site, Program and/or Services signifies User's acceptance and continued acceptance of Med+Proctor's Terms, including this EULA, and any revisions thereto.

The Site, Program, and/or Services are to be accessed and used only by Users (and/or their Representatives) who are eighteen (18) years of age or older and who consent to and authorize any and all privacy waivers requested by Med+Proctor. By accessing and/or using the Site, Program and/or Services, the User acknowledges, represents and warrants that User will consent to and authorize any and all privacy

Enter your full name

Enter your full name for use as an electronic signature

Agree

15. In the *End User License Agreement/Terms of Use* window, digitally sign by typing in your name and click the **Agree** button to agree to the End User Agreement.



# Immunization Compliance in Med+Proctor

16. On the *Agreements* page, click the **Continue** button.

17. The *Ready to submit your documentation* page will display. Decide whether a standard Med+Proctor account (free) or a Med+Proctor Pro account (\$10 charge) is right for you.
- With a standard Med+Proctor account, you do not retain access to your documentation. Select **No, thank you. I do not want access to my documents later** if this is your preference.
  - With a Med+Proctor Pro account, you receive lifetime access to your documentation. Select **Submit your immunizations with M+P Pro!** if this is your preference.



# Immunization Compliance in Med+Proctor

18. On the *Documents* page, download the **Immunization Certificate** at the top of the page, which can be completed by your doctor and uploaded once complete. Select the **Choose File** button to upload your completed document.
  - a. Alternatively, you may select **Supporting Document** in the **Document Type** drop down list to upload alternative document types. Med+Proctor accepts official medical records, which includes transcripts, shot books, military records, and health department documents.
  - b. Visit <https://support.medproctor.com/news> if you have questions regarding acceptable document types.



# Immunization Compliance in Med+Proctor

Below is a sample Med+Proctor Immunization Instructions and Certificate (Your requirements could be different from the ones pictured below.)



## INSTRUCTIONS



University: **Indiana University**

Student: **Test Test (test987)**      DOB: **5/16/2000**

**✓ HOW TO COMPLETE THESE FORM(S):**

- A licensed healthcare professional **MUST** complete and sign **THESE** forms. **ALL green sections are required.**
- PRINT CLEARLY WITH DARK BLACK INK.** A computer will be reading your forms. Fill in circles completely.
- NO** other forms of documentation will be accepted. (Blue Cards, Yellow Cards, State Immunization Records, etc. are NOT accepted)
- Do not fold, cut, or mark on the border lines of these forms.
- Include the Border Lines in your scanned images.
- Review your forms for completeness and accuracy. Double check **ALL** signatures. **MM/DD/YY date formats.**
- Consult your Healthcare Professional before receiving any of the following immunizations.

**Your records are due by:** While it does not impact your current enrollment, you will not be allowed to enroll for subsequent semesters until you are compliant.

REQUIRED	RECOMMENDED	OPTIONAL
<p>Required by regulation and /or policy to attend this university.</p> <p><b>Documents:</b> Immunization Certificate</p> <p><b>Immunization Dates:</b>            Varicella (2 doses OR Pos. VZVIGG Titer)            Men A/C/W/Y (1 dose @ age 16 or older)            Tdap Booster (1 dose within last 10 yrs)            MMR (2 doses OR Pos. Titer)</p>	<p>Recommended for your general well being but NOT required.</p> <p><b>Immunization Dates:</b>            Meningococcal B (2 doses, stdnts age 23 or younger)</p>	<p>Optional information</p> <p><b>Immunization Dates:</b></p>

**✓ UPLOADING YOUR FORMS:**

- Review your forms for completeness and accuracy. **Double check ALL signatures.**
- Scan or photograph your documents as JPGs for upload. Be sure to include the border lines and fill the picture frame.
- Upload your completed forms to your account at medproctor.com.
- You may upload your additional documentation for storage and later retrieval. (blue cards, state records, etc.)
- Check your University Email account regularly for messages from MedProctor regarding incomplete information.

You will be notified via email once your information is successfully verified.

**BE AWARE:**

- \* Incomplete/illegible writing and poor images will be rejected.
- \* Completion of these forms by your due date will help expedite your registration process.

**Do not upload this page.**

Copyright © 2019 by MedProctor, LLC.



# Immunization Compliance in Med+Proctor

## IMMUNIZATION CERTIFICATE

PRINT CLEARLY WITH DARK BLACK INK.  
This form will be read by a computer.  
Upload to medproctor.com

University: **Indiana University** Green = Required

Student: **Test Test (test987)** Blue = Recommended

DOB: **5/16/2000** Black = Optional

<p><b>MMR</b> <small>Mumps, Measles, Rubella</small> <span style="float: right; font-size: small;">Required</span></p> <p>1st <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YY"/></p> <p>2nd <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YY"/></p> <p><b>MENINGOCOCCAL</b> <span style="float: right; font-size: small;">Required</span></p> <p>1st <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YY"/></p> <p>2nd <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YY"/></p> <p><b>MENINGOCOCCAL B</b> <span style="float: right; font-size: small;">Recommended</span></p> <p>1st <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YY"/></p> <p>2nd <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YY"/></p>	<p><b>VARICELLA</b> <small>Chicken Pox</small> <span style="float: right; font-size: small;">Required</span></p> <p>1st <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YY"/></p> <p>2nd <input type="text" value="MM"/> <input type="text" value="DD"/> <input type="text" value="YY"/></p>
---	--

**TDaP - Booster** Required

1st

**REQUIRED - Immunization History Signature (Please clearly complete ALL and place office stamp at bottom of page.)**

LICENSED CARE PROFESSIONAL SIGNATURE	PRINT LICENSED HEALTH CARE PROFESSIONAL FIRST AND LAST NAME	SIGNATURE DATE
NON-PAPER/URL	NPI NUMBER <small>required for U.S. state residents at international schools</small>	OFFICE PHONE NUMBER

OFFICE STAMP

Copyright © 2019 by MedProctor, LLC.

19. Click the **Continue** button on the *Documents* page to complete your upload.



# Immunization Compliance in Med+Proctor

Messages Status Account Sign Out

Status

Your record is being reviewed

Thank you for submitting your application!

Med+Proctor will notify you via email when your institution approves your submission.

Need to upload another form?

Account

Profile

Document

20. You will receive confirmation that Med+ Proctor staff are reviewing your document. If uploading more than one form, click the **Need to Upload Another Form?** link and repeat steps 18 and 19.

21. Check your IU email for status notifications from Med+Proctor.

**NOTE:** Students on the Bloomington and IUPUI campuses who do not comply before beginning classes will have an R10 hold placed on their IU accounts. Once Med+ Proctor has approved all documents, the R10 hold will be removed immediately from your record. Once you comply on one IU campus, your verified status will apply to all IU campuses.

## Additional Information

A chat feature is available Monday through Friday 8:00 a.m. to 6:00 p.m. on the Med+Proctor *Contact Us* page, as well as all pages once a student has logged in to Med+Proctor. Click the **HELP** button to initiate a chat with a representative from Med+Proctor.