### INSTRUCTIONS FOR SUBMITTING YOUR IMMUNIZATION RECORDS USING MED+PROCTOR

1. Go to the Med+Proctor website and choose “Register”
   www.medproctor.com

2. Select New User.

3. Register with your UIOWA email address. Med+Proctor will only work with an official UIOWA email address.
4. Go ahead and fill out the next few pages of registration information.

- Entering Term can be the next term you will be reregistering for.

5. Fill in your emergency contact information.

6. Choose your program of study.
7. Agree to the License agreement.

8. IMPORTANT: You may choose to purchase the $10.00 MP package for permanent access to your records. If you just want to submit your records to the UIOWA for class registration, PLEASE CHOOSE THE GRAY BUTTON.
9. Download your personal Immunization collection form, fill it out completely, have your physician sign it or include your Iowa Department of Public Health records (Iowa Residents ONLY). Upload document(s) to Med+Proctor.

- Follow all instructions and use MP Help functions if you have questions.
- We recommend using your phone to take pictures of your documents for upload, or you may also use a document scanner set to produce jpeg files. Your phone will do this automatically.
- Med+Proctor will check your requirements and reach out with any questions and send the “OK” to UIOWA when completed.
Notes:

- The form must be filled out. If it is left blank the Med Proctor system will record no dates and you will not be compliant.
- You are only required to fill out the items in green, however if you want to include more records we will accept them.