

### **1. Create your ACCOUNT with Med Proctor:**

- Go to <http://studenthealth.uiowa.edu/medproctor> and follow the screen prompts to register for your student account. Your University ID and uiowa email must be used- do not change the email to a personal email address when you register. This will ensure that you get appropriate communication from Med Proctor and your submission will be recorded correctly in the UI system.

### **2. How to complete the PROFILE section:**

- Enter your legal name (no nicknames) and birthdate.
- “Requirement Group” is whether you are a non-health science student or a health science student. Most first year students will be non-health science, even if you are pre-med, pre-nursing, etc. You won’t be a health science student officially (and have to meet all of their extra requirements) until you actually start your first semester of medical school, nursing school, pharmacy program, etc. So for most, the correct response here is “non-health science student”.
- “Entering term” is the semester/year you will be starting classes at Iowa.
- “UID is your 8-digit ID number on the back of your student ID badge. It is not your HawkID, which contains letters in your first/last name. Your UID is all numbers.
- “Campus Resident” is “Yes” if you are attending classes on the Iowa City campus.

### **3. Creating a permanent record is OPTIONAL:**

- This screen describes an optional paid service where you can pay \$12 to have a lifetime immunization record with Med+Proctor. This is **NOT** required. **There is no charge to submit your immunizations at the UI.** If you do not want this lifetime immunization record through Med+ Proctor, select the gray button on this screen to decline. (You should store your immunization record safely so that you can retrieve it in the future, however.)

### **4. How to complete the DOCUMENTS section- choose one of these two options:**

- Use your own immunization certificate from your state health department, doctor’s office or school and upload it following the prompts on your screen. It must be an official record. Yellow books and governmental immunization certificates are acceptable for international students. Scan and upload the document. Make sure your name, birthdate, and University ID number is on documents and that they are clearly legible when you upload them, or the record will not be processed by Med Proctor. **-OR-**
- Use the form provided by Med+Proctor: download and print the Immunization Certificate under “Download Documents”. You can fill it out and have your healthcare provider review, complete and sign. **All required blanks must be completed, including a signature and the National Provider Identifier (NPI) number.** This can often be accomplished by fax or email and does not require a healthcare provider visit...but do remember to take it along if you have a pre-college visit scheduled! Upload the completed document.

- 5. Med+Proctor** will review your documents and communicate via your UI email if your form has all required fields completed and your record is approved. They will send a file to the Registrar system to be recorded so that you can register for classes in future semesters at the UI. Please note that this is not instantaneous approval/compliance with UI requirements. It may take several days to a week, depending on many variables. It is critical that you get this task done as soon as you start at the UI, because if you wait until close to next semester's registration time, there will be delays that could impact your ability to register at your assigned time (and get the classes/times that you want!). Even if you pay extra for an expedited review, this is not instantaneous, so do not put this off.
- 6.** Use the **Med+Proctor Student Help Page** and the **Med+Proctor Student FAQs** page if you have questions- they are standing by to help! You can get help by email or live chat on the site.
- 7.** Specific immunization questions and information about medical or religious exemptions to required vaccinations can be sent to Student Health at [student-immunizations@uiowa.edu](mailto:student-immunizations@uiowa.edu)

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