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/.

2. Using the One.IU search bar, type "immunization" and press ENTER.
3. Click on the Immunization Compliance tile/task.

![](immunization_compliance.png)

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.

![](medproctor_homepage.png)

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.
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.

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

12. Click the **Continue** button.
13. On the **Entering Term** page, complete all the fields.

14. Click the **Continue** button.

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.
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.

   a. 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.

   b. 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.
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](https://support.medproctor.com/news) if you have questions regarding acceptable document types.
Below is a sample Med+Proctor Immunization Instructions and Certificate (Your requirements could be different from the ones pictured below.)
19. Click the **Continue** button on the *Documents* page to complete your upload.
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.