


Step by Step Guide to



1

 **Type in your PNW email**

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](#)

2

Set up your account information:
DON'T FORGET YOUR PASSWORD!

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 **Purdue University Northwest** then please contact support at 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

Student ID

First Name


Last Name

Date of Birth
Format mm/dd/yyyy

Phone

[Register](#)

3

 **PURDUE NORTHWEST**


Check your university email inbox...

We sent you an email confirmation link to **YOUR EMAIL HERE**
Verify your email address by clicking that link.
Your immunization record submission will not be complete until you verify your email address.

You will be redirected in **5** seconds. If you aren't redirected please follow this [link](#).

Once you are done with this process, check your email and confirm

4

 **PURDUE NORTHWEST**

Setup security

You have successfully setup your account.
You will be redirected in **5** seconds. If you aren't redirected please follow this [link](#).

Almost done with this process!
Hang in there!

5



Fill in all boxes:

Personal Contact Information

First Name * Required

Middle Name

Last Name *

Date of Birth *
Format: mm/dd/yyyy

Sex *

Address 1 *

Address 2

City *

State/Province/Region *

Zip/Postal Code *

Country *

Preferred Phone *

Backup Email *
A personal email address different than your university address.

- Account
- Profile

6



Fill in all boxes:

Emergency Contact Information

First Name *

Last Name *

Relationship *

Notify if Hospitalized? *

Email

Primary Phone *

Secondary Phone

- Account
- Profile

Continue

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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 *

Third Party Email

Continue

Who would you like to have access to your medical records?

8



What school term (semester) are you applying for? (fall, spring, summer)

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.

Entering Term *

Student ID *
Numbers Only

Class *

First time entering this university or college? *

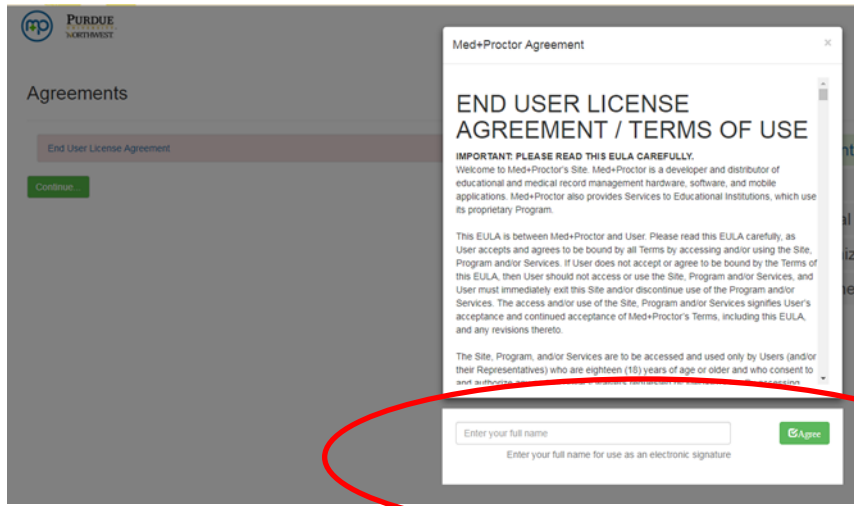
Campus Resident? *

Transfer Student? *

- Account
- Profile

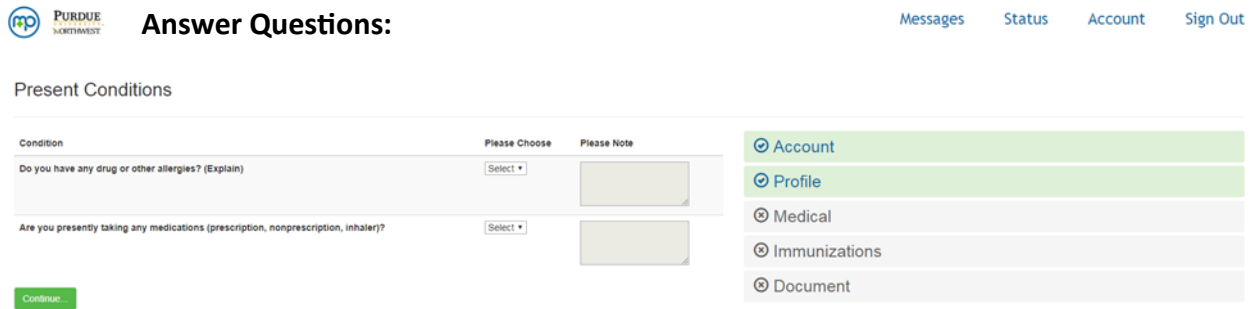
Continue

9

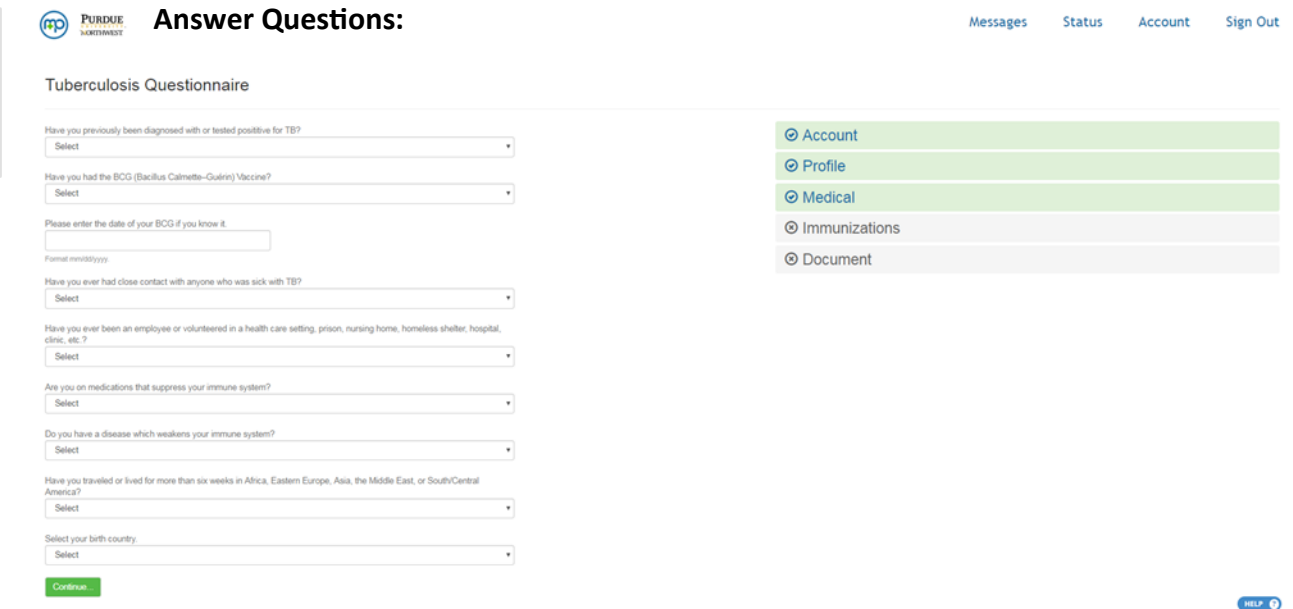


After you click REGISTER, click CONTINUE on next page

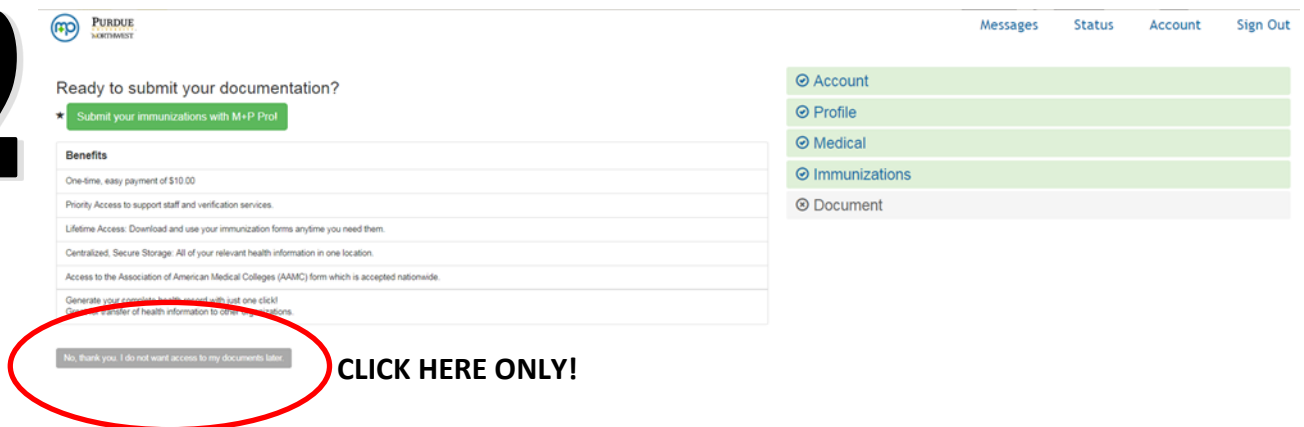
10



11



12



CLICK HERE ONLY!

13

Download the Immunization form

here:

13-A

13-B



Documents

Upload the COMPLETED Immunization form here!

Other Documents:

Follow the instructions below carefully.

Purdue University Northwest only accepts Med+Proctor Immunization Certificates or Physical Exam Results that were downloaded from <https://secure.medproctor.com>. You may also submit other supporting documentation as directed by the instructions on this page and your university, college, or school.

Use the section marked **Download Documents** to download the Med+Proctor documents that **Purdue University Northwest** requires or recommends.

Read any attached instructions carefully. Have your health care provider complete and sign the documents as required.

Your parent or guardian may be required to sign your documents (i.e. if you are under 18 years old).

Scan or photograph your documents. Upload them in the section marked **Upload a Document** below. **Use JPEG formatted images for best results.**

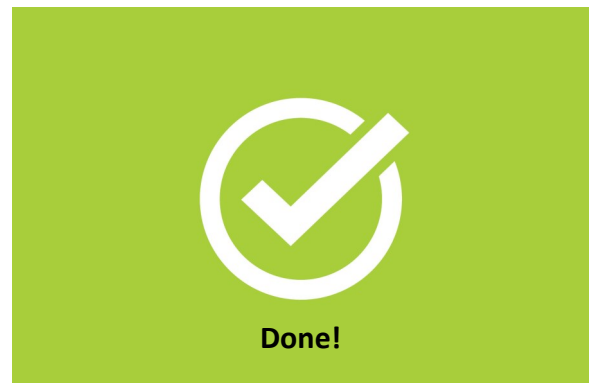
IMPORTANT: You may also wish (or be asked to) upload supporting documentation (e.g. positive titer results).

Purdue University Northwest requires or recommends these documents.

Immunization Certificate (Required)

Supporting Documentation (If Applicable)

You've uploaded 0 documents. Upgrade your account to view your documents!



This will tell you if you have any documents uploaded yet