

# Texas A&M University-Kingsville

## Dual Enrollment Program

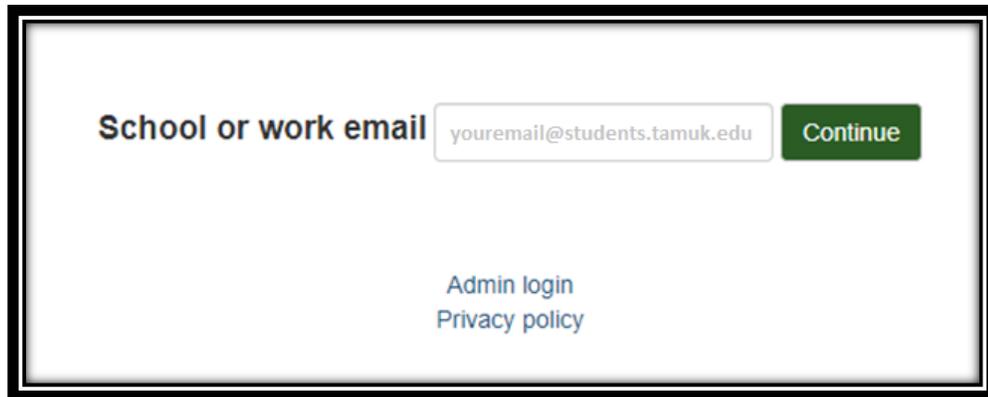
### How to Submit Your Vaccine Documentation

#### **Step 1: Once you have been admitted you will register for a new Med+Proctor account**

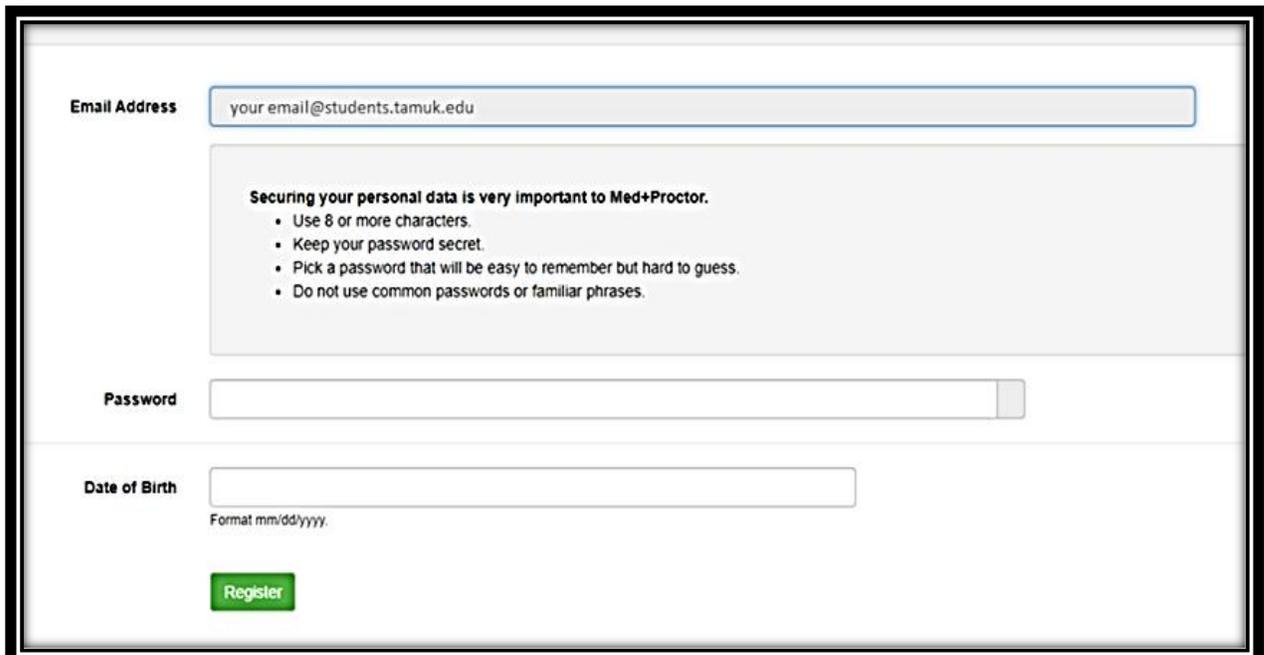
- From your computer <https://secure.medproctor.com/Account/SignIn>
- From your smart device



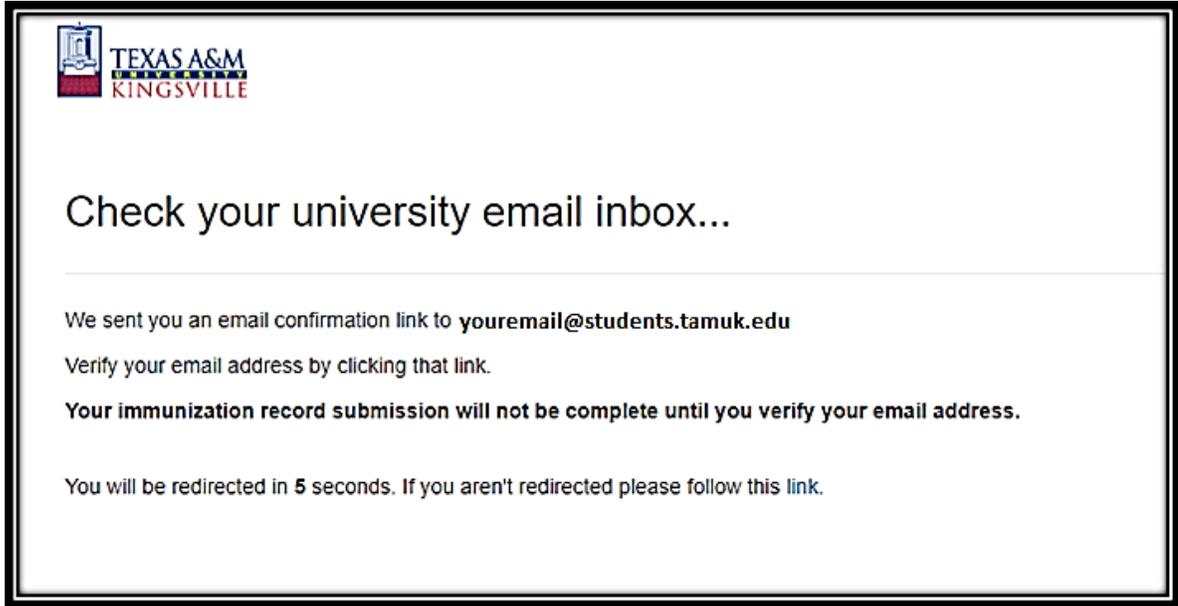
- Enter your TAMUK student email address and click "Continue". Note: If you do not have that information, you can obtain it from your high school counselor.

A screenshot of a web form. At the top, it says "School or work email" followed by a text input field containing "youremail@students.tamuk.edu" and a green "Continue" button. Below the input field, there are two links: "Admin login" and "Privacy policy".

- On the next screen (shown below), your university email address should appear in the email address field (if not, please reenter it). You will need to create a password using the password criteria and enter your Date of Birth (Format: mm/dd/yyyy) in the fields provided. Then, click "Register".

A screenshot of a registration form. It features three main input fields: "Email Address" with "your email@students.tamuk.edu", "Password" (with a strength indicator), and "Date of Birth" (with a format hint "Format mm/dd/yyyy"). A green "Register" button is at the bottom. A security notice is displayed above the password field: "Securing your personal data is very important to Med+Proctor." followed by four bullet points: "Use 8 or more characters.", "Keep your password secret.", "Pick a password that will be easy to remember but hard to guess.", and "Do not use common passwords or familiar phrases."

- The following notification will appear. If you are not redirected to a screen titled "Profile" please click the link as provided in the message.



- Next, please complete your profile information. You will enter your First Name, Last Name, Date of Birth, Registration Term, Student ID (K00##### which can be obtained from your high school counselor) and select "No" for the "Campus Resident" field. Once all of that is entered, click "Continue".

The screenshot shows a "Profile" form with the following fields and options:

- First name \***: Text input field.
- Last name \***: Text input field.
- Date of birth \***: Text input field with a placeholder "Format mm/dd/yyyy".
- Term \***: Dropdown menu.
- Student ID**: Text input field.
- Campus Resident \***: Dropdown menu with "No" selected.
- Continue...**: Green button.

- The following agreement will appear. Once you have read the information and agree, please enter your full name in the required field which will serve as your electronic signature. Then, click "Agree" to acknowledge the terms of use.

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 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

Enter your full name

Agree

Enter your full name for use as an electronic signature

- Click "Continue"

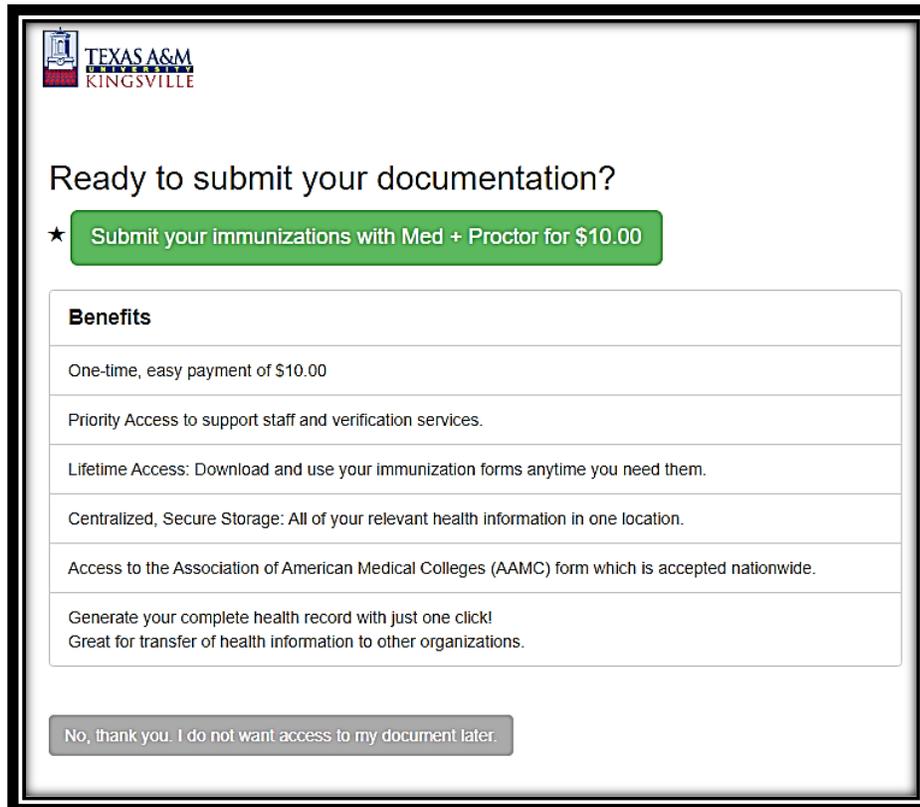
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## Agreements

End User License Agreement

Continue...

- **VERY IMPORTANT!!!** The following message will appear. To avoid any charges, please be sure to click the gray box "No, thank you. I do not want access to my document later." You can always upgrade at a later date if you so choose, but is not required for your record submission to Texas A&M University-Kingsville.



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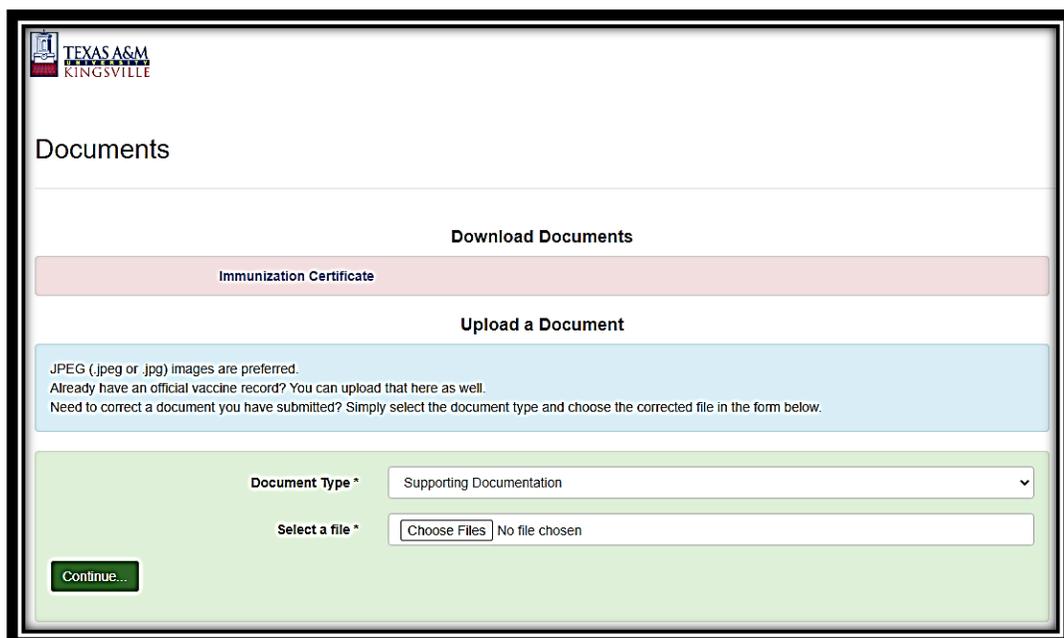
## Ready to submit your documentation?

★ **Submit your immunizations with Med + Proctor for \$10.00**

Benefits
One-time, easy payment of \$10.00
Priority Access to support staff and verification services.
Lifetime Access: Download and use your immunization forms anytime you need them.
Centralized, Secure Storage: All of your relevant health information in one location.
Access to the Association of American Medical Colleges (AAMC) form which is accepted nationwide.
Generate your complete health record with just one click! Great for transfer of health information to other organizations.

No, thank you. I do not want access to my document later.

- Here you will upload your vaccination records. From the drop-down list on Document Type, you can select "Immunization Certificate" or "Supporting Documentation" then click, "Choose File" to upload your vaccination record. Note: The vaccination must be no more than 5 years old from the first-class day for the semester you plan to enroll. Click "Continue"



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## Documents

**Download Documents**

Immunization Certificate

**Upload a Document**

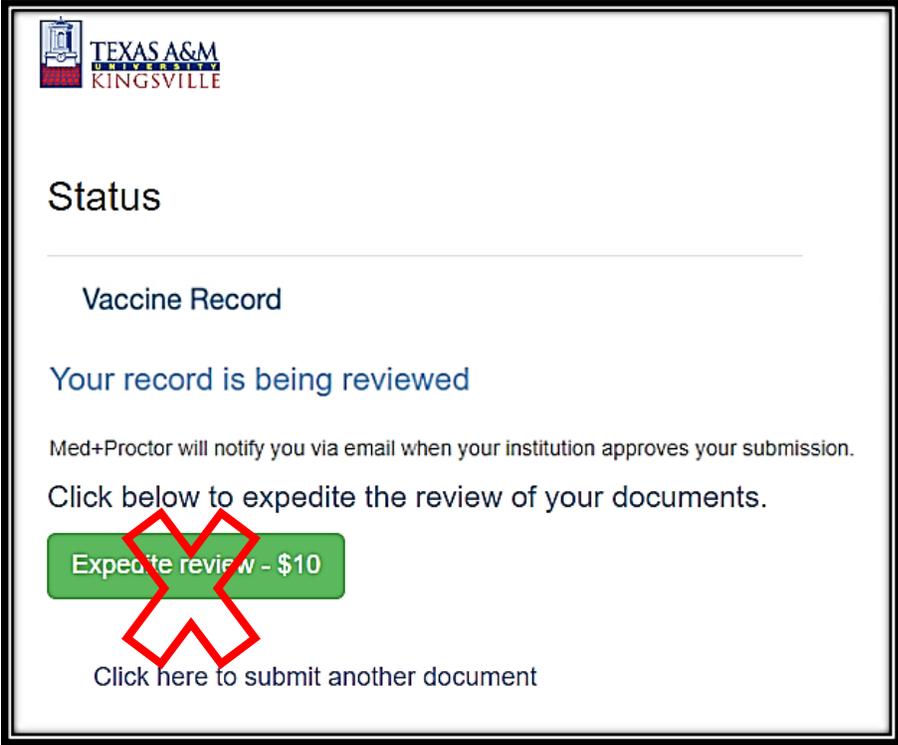
JPEG (.jpeg or .jpg) images are preferred.  
Already have an official vaccine record? You can upload that here as well.  
Need to correct a document you have submitted? Simply select the document type and choose the corrected file in the form below.

Document Type \* Supporting Documentation

Select a file \* Choose Files No file chosen

Continue...

- The final screen will state that your record is being reviewed. Med+Proctor will notify you once your record has been approved. Note: Expedite review **IS NOT** required.



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## Status

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Vaccine Record

**Your record is being reviewed**

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

Click below to expedite the review of your documents.

[Expedite review - \\$10](#)

[Click here to submit another document](#)

- Please allow 24-72 hours from the time of submission for full processing. Given our set deadlines, there is no need to expedite the review time. For any questions, please contact (361) 593-2279.