

MED PROCTOR STEP BY STEP INSTRUCTIONS



Step 1: Go to the Med+Proctor Website

Visit: www.medproctor.com



Step 2: Create Your Account

- Click "Register for a New Account."
- Use your school or personal email address
- Search for "Missouri Valley College"
- Fill in your basic information and create a password.
- Click "Create Account."



Step 3: Confirm Your Email

- Open the email from Med+Proctor.
- Click the activation link to verify your account.



Step 4: Log in

- Return to www.medproctor.com
- Log in with your email and password.



Step 5: Create a Profile

- Fill in information
- Requirement Group- General
- Term "2026-2027"
- Student ID- MVC ID (7 digits and starts with 101 or 102- ex 101XXXX)
- Campus Resident - "yes or no"
- Agreement



Step 6: Tuberculosis Risk Assessment Form

- Read and Answer Questions
- If TB testing is required- please follow through with testing
- Upload testing results (at a later date when completed)



Step 7: Ready to Submit Your Documentation

- Submit your immunization with MPro for \$15.00
- One time \$15.00 fee
- Several benefits

MED PROCTOR STEP BY STEP INSTRUCTIONS (*CONTINUED*)

Step 8: Immunization Documentation

- Immunization records must be official documentation. This can include infant shot record book, records from a health care provider, local health department or vaccine receipt from the pharmacy.
- You can download a blank form for your doctor to fill out from MP. If you download the form it must be completed by your physician with a signature and stamp.

Step 9: Upload Your Vaccine Records

- Take clear photos or scans of your vaccine records with your smartphone or tablet. Files can also be uploaded from your computer.
- Click “Upload Documents” and add your files. Only 1 image can be uploaded at a time.

Step 10: Wait for Review

- Med+Proctor will review your records.
- You’ll get an email when your documents are approved or if more info is needed.
- Remember to check your account frequently until your account has been verified and complete.



Missouri Valley College Student Health Nurses Office will be notified once your immunization records are accepted.

HELP

If at any time you have questions or problems uploading to MP, start by using the “LIVE CHAT” icon and the bottom right hand corner of the MP screen. If it is after hours, “live chat” changes to “leave a message”. The MVC Student Health Nurses office staff cannot assist you with technical issues with Med Proctor. The MVC Nurse is available for general questions regarding immunization requirements. If a Medical or religious Exemption is desired, supporting documentation is required. Reach out to the MVC campus nurse at mvccampusnurse@moval.edu for an exemption form.