

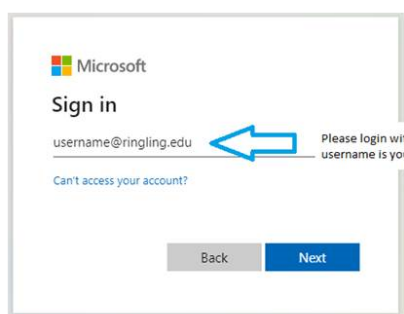
# IMMUNIZATION PACKET INSTRUCTIONS

**Ringling College of Art and Design requires that all first-year and transfer students submit an immunization packet.** Please download the mandatory immunization packet and create an account with Med+Proctor to submit your forms. The immunization packet is due by **Friday, July 28, 2023.**

Please follow these directions for  med+proctor registration.

1. [Click here](#) or use this link to register for a Med+Proctor account:  
<https://secure.medproctor.com/saml/sso?token=31fb8fbb-4413-4af5-84a4-0c277b646d2b>.

2. Login to Med+Proctor using our Microsoft Office 365 Single Sign On. When prompted to sign in, enter your Ringling-assigned username followed by @ringling.edu.



**Username:**  
username@ringling.edu  
(IMPORTANT: Please don't include the "c." in the username)

**Password:**  
Your Ringling password

\*If this is your first time using Single Sign On, you will receive a prompt to set up your account for Office 365 Multifactor Authentication. If you have previously completed this step, you will be directed to Med+Proctor. [Click here for additional information.](#)

3. Med+Proctor offers *optional* lifetime access for all students and optional expedited processing. You may select to enroll in this option for a one-time fee of \$10 dollars to Med+Proctor. **To submit your forms for free, follow the on screen instructions to decline the optional fees.**

4. Download the immunization packet to take to your provider or obtain your current immunization record from your provider as supporting documentation. Please note: Any official documents that are submitted must include a licensed health care provider signature.

5. Once completed, you will upload the Ringling Immunization Packet or your official immunization record obtained from your medical provider, along with Part B, into Med+Proctor.

6. Please allow two to three business days for processing and verification.

**7. Be sure to check your Ringling email for all verification updates from Med+Proctor.**

If you have any questions about the required immunizations, you can access the Live Chat box on the Med+Proctor website, visit <https://support.medproctor.com>, or email [help@medproctor.com](mailto:help@medproctor.com).