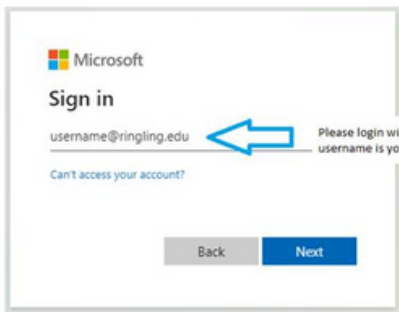


# IMMUNIZATION PACKET INSTRUCTIONS

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 29, 2022**.

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. Please 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 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).