
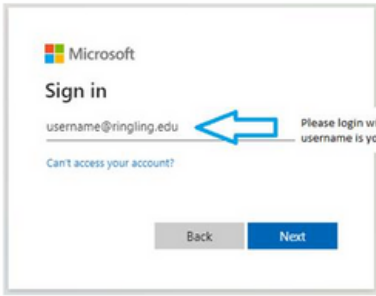


# IMMUNIZATION PACKET INSTRUCTIONS

**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 packet can be downloaded from Med+Proctor or [health.ringling.edu](http://health.ringling.edu). The immunization packet is due by **Friday, July 26, 2024**.

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.



The screenshot shows the Microsoft Sign in page. The text 'Microsoft Sign in' is at the top. Below it is a text input field containing 'username@ringling.edu'. A blue arrow points to this field. To the right of the field, it says 'Please login with "username@ringling.edu" where username is your Ringling username.' Below the input field is a link 'Can't access your account?'. At the bottom are two buttons: 'Back' and 'Next'.

**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 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 medical 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 medical provider signature/stamp.
5. All students must also complete **Part B: Acknowledgment of Medical Policies and Health Insurance Requirement**. This form can be downloaded through Med+Proctor or from [health.ringling.edu](http://health.ringling.edu).
6. Once completed, you will upload the Ringling Immunization Packet or your official immunization record obtained from your medical provider, along with Part B, to Med+Proctor.
7. Please allow two to three business days for processing and verification.
8. **Be sure to check your Ringling email for all verification updates from Med+Proctor. This is how you will be notified of any outstanding items.**

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).