

How to Access Med Proctor Vaccination Records

1. Navigate to <https://secure.medproctor.com/Account/SignIn>
2. Type in your Trevecca email address in the School Email field.

School email

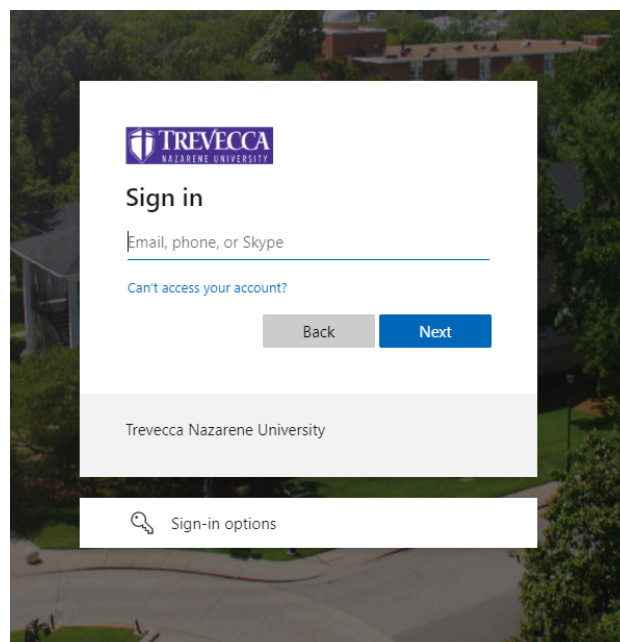
[Admin login](#)
[Privacy policy](#)

3. A redirect page will appear. Do not click on anything as it will automatically take you to our Trevecca sign in page.



Trevecca Nazarene University has requested that you create your Med+Proctor account by signing in with their identity provider (SSO or single sign-on). You are being redirected. You can click or paste <https://secure.medproctor.com/saml/sso?token=371fc20b-de63-4fa5-8d7a-01bc1e097b9d> into your browser's navigation bar if you aren't redirected in 5 seconds.

4. Follow the prompts to sign in with your Trevecca email address, password, and extra security step.



5. Once you are logged in, fill out all your profile information and click Continue.

The screenshot shows the 'Personal Contact Information' form. At the top left are the Med+Proctor and TRINITY logos. At the top right are links for 'Messages', 'Status', 'Account', and 'Sign Out'. The form fields include: First Name (with a cursor), Middle Name, Last Name, Date of Birth (with a format hint 'mm/dd/yyyy'), Sex (dropdown), Address 1, Address 2, City, State/Province/Region, Zip/Postal Code, Country (dropdown), Preferred Phone, and Backup Email (with a note: 'A personal email address different than your university address.'). To the right of the form is a 'Profile' button. Below the form is a blue box with text: 'You can select someone to speak with Med+Proctor support on your behalf. Federal laws prohibit sharing your medical and educational record with anyone without your express permission. We will not be able to discuss your medical record or enrollment with the person you select. We will be able to discuss only your Med+Proctor account status with the person below.' This box contains a 'Third Party Relationship' dropdown and a 'Third Party Email' text field. A green 'Continue...' button is at the bottom.

6. Fill out the Entering Term and click Continue. (Student ID should already be populated. If not, reach out to the ITS Helpdesk for assistance.)

The screenshot shows the 'Entering Term' form. At the top left are the Med+Proctor and TRINITY logos. At the top right are links for 'Messages', 'Status', 'Account', and 'Sign Out'. The form features a yellow 'Attention' box with text: 'Selecting the incorrect requirement group can significantly delay the processing of your records. For more information about selecting the right requirement group visit <https://support.medproctor.com> and search our knowledge base.' Below this are four dropdown menus: Requirement Group, Entering Term, Student ID (which is populated with a greyed-out value), and Campus Resident?. A green 'Continue...' button is at the bottom. To the right of the form is a 'Profile' button.

7. Once you have filled out all that information, you can Submit your immunization records or choose to not do so.



Ready to submit your documentation?

★ [Submit your immunizations with M+P Pro!](#)

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 documents later.](#)

[Profile](#)

[Document](#)