



1. Visit Med+Proctor's website using [this link](#).
2. Select the "New Users-Register" button.
3. Create an account in Med+Proctor using your CHC ID# and email address (@chc.edu). Note that you will continue to have access to Med+Proctor even after you leave Chestnut Hill College.
4. Complete your Med+Proctor profile (includes medical history and insurance information). Make sure you select "2017 Fall Semester" under "Entering Term."
5. Download and print the Physical and Immunization Certificate form.
6. Have your medical provider complete Physical and Immunization Certificate form. Be sure to allow plenty of time to have your forms signed. Most health care providers require 24-48 hours to complete forms.
7. Upload an image of the Physical and Immunization Certificate form to Med+Proctor. Once you complete these steps, you will receive an email from Med+Proctor within 7-14 days letting you know if the immunization requirement has been met.

Contacting Med+Proctor

If you have difficulty using the Med+Proctor, you may contact Med+Proctor between 8am and 4pm Monday through Friday:

- You may use the chat feature on the lower right side of the screen
 - Email help@medproctor.com
- The Student Health Center is unable to provide Med+Proctor technical support. If you have trouble, please contact [Technical Support Services](#) at 909-748-8921.