



ATTACHING DOCUMENTS IN MYRECORDTRACKER

TRAINING GUIDE

EMPOWERED BY  VERTICAL SCREEN

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WELCOME

This guide will provide you with clear, concise step-by-step instructions for utilizing a document uploaded to myRecordTracker to complete a requirement. If you have questions about myRecordTracker, please contact Truescreen's Applicant Services team at 800-735-2660, ext. 2006 or myrecordtracker@verticalscreen.com.

LOG IN TO MYRECORDTRACKER

Log in to myRecordTracker by visiting www.myrecordtracker.com and entering your username, password and PIN.

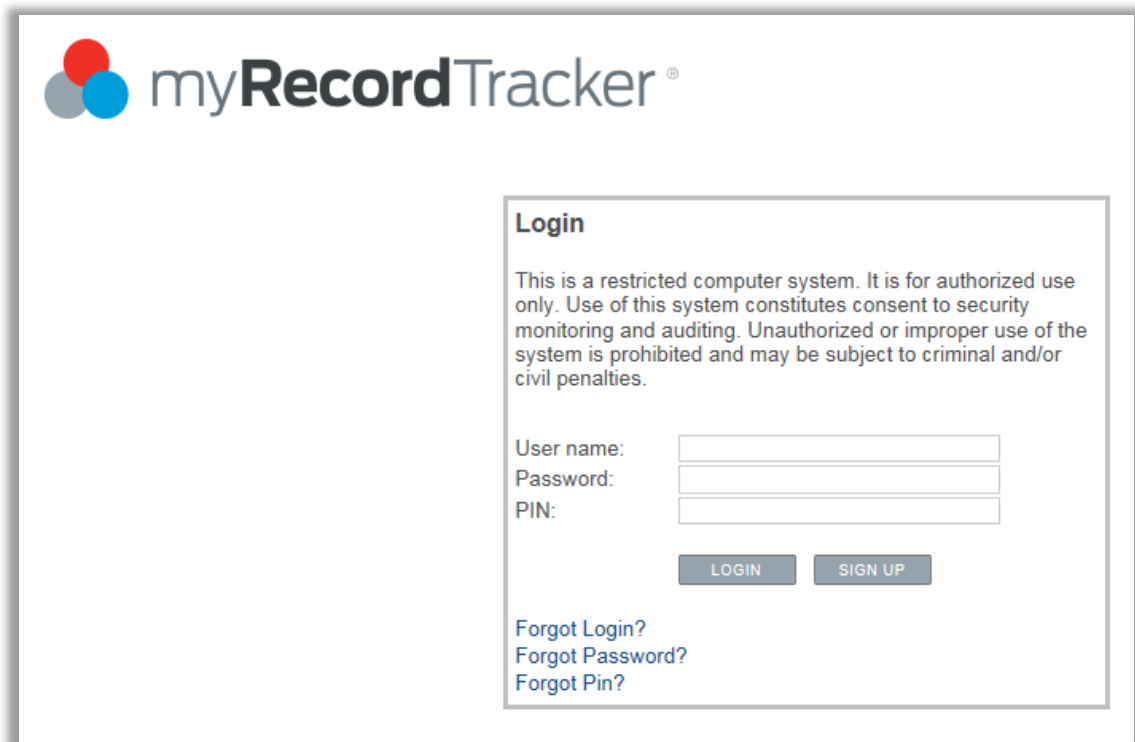
The image shows a screenshot of the myRecordTracker login interface. At the top left is the myRecordTracker logo, which consists of three overlapping circles (red, grey, and blue) followed by the text "myRecordTracker®". Below the logo is a "Login" section. This section contains a disclaimer: "This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties." Below the disclaimer are three input fields labeled "User name:", "Password:", and "PIN:". Underneath these fields are two buttons: "LOGIN" and "SIGN UP". At the bottom of the login section are three links: "Forgot Login?", "Forgot Password?", and "Forgot Pin?".

Figure 1: The myRecordTracker login screen

ATTACHING PREVIOUSLY UPLOADED DOCUMENTS

Step 1: choose your assigned profile

In the student dashboard, choose the assigned profile that has the requirement you want to complete with a previously uploaded document.

Step 2: ATTACH document(s)

Once you are in the profile, locate the unfulfilled requirement that you would like to attach a document to, and choose "ATTACH" under the "Student Input" column.






School Requirement	Student Input	Status
Tetanus & Diphtheria & Acellular Pertussis (TDAP) <i>Has been immunized with 1 dose of adult tetanus, diphtheria and pertussis (Tdap) vaccine, evidenced by a. Submitting documentation of this adult Tdap immunization. b. Thereafter a tetanus and diphtheria (Td) immunization is required every ten years.</i>	Yes	 Pending Approval
Two-Step Tuberculin Skin Test <i>a. Initial testing is a two-step tuberculin skin test, done as a baseline prior to clinical placement. 1) This is usually an intradermal purified protein derivative (PPD) test with a negative result, followed by a second intradermal PPD test one to three weeks later. Results must be read 48 to 72 hours after each test. 2) If the student has had one or more PPD tests within 12 months of clinical placement, the student may document the most recent test as the first PPD test for Westminster College. This student must get the second PPD test within two months prior to clinical placement. 3) A single PPD test is required annually after the initial negative two-step test.</i>	Yes	 Completed - No Approval Required
Hepatitis B Recombinant Vaccine - Dose 1 <i>Has completed a 3 dose series of hepatitis B and a 2 dose series of hepatitis A or a 3 dose series of Twinrix vaccine (hepatitis A and hepatitis B). This may be evidenced by a. Submitting documentation of hepatitis immunizations or b. Submitting documentation of positive antibody titers.*</i>	 Not Completed	
Hepatitis B Recombinant Vaccine - 2nd dose <i>Has completed a 3 dose series of hepatitis B and a 2 dose series of hepatitis A or a 3 dose series of Twinrix vaccine (hepatitis A and hepatitis B). This may be evidenced by a. Submitting documentation of hepatitis immunizations or b. Submitting documentation of positive antibody titers.*</i>	Yes You must provide 1 document(s) to fulfill this requirement if you answer yes: REQUIRED Document #1: <input type="text"/> No record assigned. 	 Not Completed

Figure 2: Document "Attach" option

Documents that have already been uploaded into the system are displayed under "current available documents". From this list, choose the document that is needed for the requirement.

Attach Document

Requirement: Hepatitis B Recombinant Vaccine - 2nd dose

<p>Current available documents:</p> <ul style="list-style-type: none"> Test Document 8 Completed Immunization Form, 12.7.11 Completed Immunization Form, 12.7.11 Completed Immunization Form, 12.7.11 	<p>Select a document.</p> <p>By clicking on a document in the list, it can be viewed in the right hand panel. Clicking on a document and then clicking the "SAVE" button, the document will be added as the answer to the specific requirement.</p>
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Figure 3: Current available documents list

Once you have selected the document, you are given the opportunity to add an expiration date to the requirement, if applicable. Click “Save” to continue.

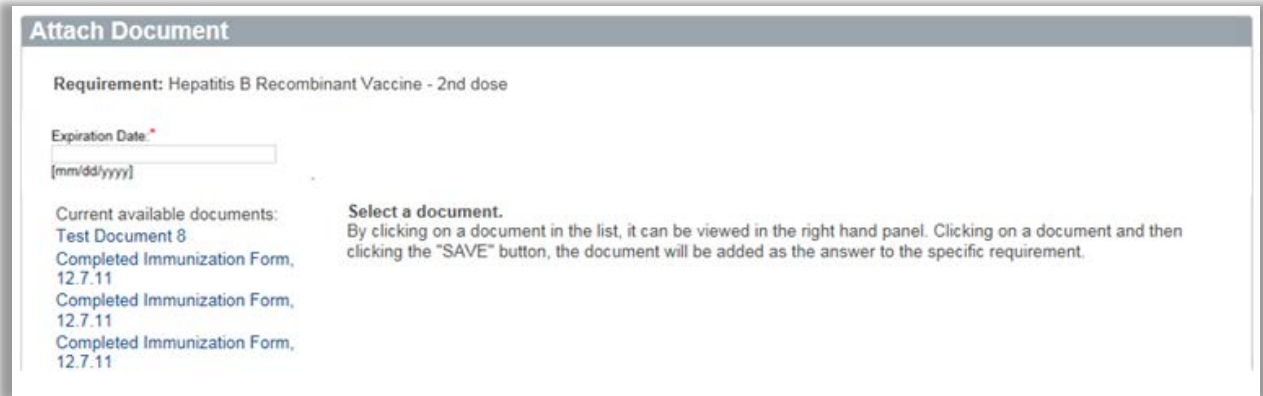


Figure 4: Save document to the designated requirement

You will be prompted to confirm that you are ready to submit the document for the requirement. Select “OK” on this screen and the document will now be attached to the requirement.

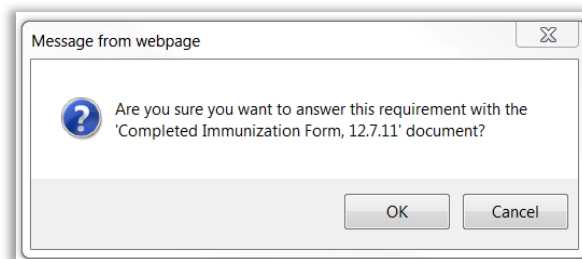


Figure 5: Confirmation dialogue box

CONTACT INFORMATION

If you have any questions throughout the myRecordTracker process, please contact Truescreen Monday through Friday, 3 a.m. to 10 p.m. ET.

Toll Free: 1-800-735-2660, dial “0”
Email: myrecordtracker@verticalscreen.com