



# myRecordTracker®

## STUDENT USER GUIDE

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EMPOWERED BY  VERTICAL SCREEN

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## WELCOME

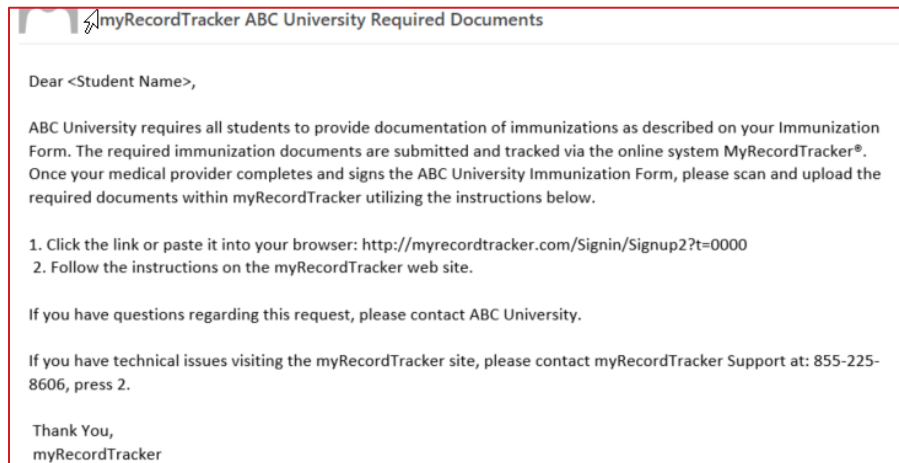
This guide will provide step-by-step instructions for accessing myRecordTracker® to upload and share documentation pertaining to your student requirements. If you have any questions about myRecordTracker, please contact Certiphi’s Customer Service or Technical Support at the phone numbers listed below, or email [myrecordtracker@verticalscreen.com](mailto:myrecordtracker@verticalscreen.com).

**Please know that the myRecordTracker system is mobile friendly.**

Customer Service	Technical Support	International Support
855-225-8606, press 2	855-225-8606, press 4	00+1+215+876+6145

## INVITATION EMAIL NOTIFICATION

To start, you will receive an email notification from [myrecordtracker@verticalscreen.com](mailto:myrecordtracker@verticalscreen.com) with important instructions on how to create a myRecordTracker account to initiate the record fulfillment process. The email will resemble the below example.

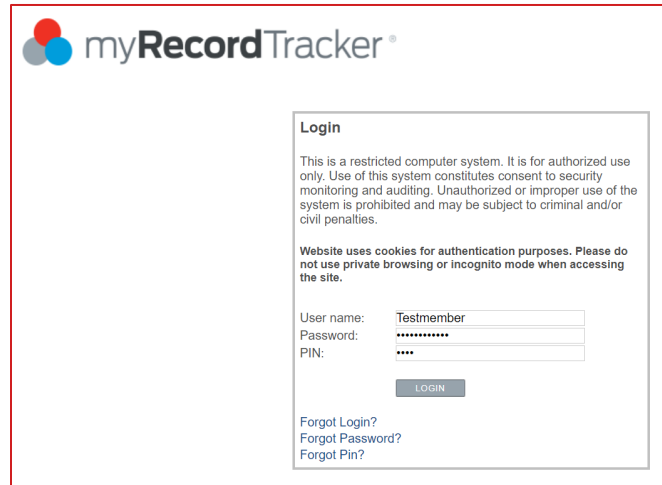


**Please Note:** In order for you to receive the invitation email from myRecordTracker, the administrator must have uploaded your contact information into the myRecordTracker system. If you are expecting an invitation email to myRecordTracker, but you have not received one, contact your program administrator. Please do not share the URL included in the invitation email as it is for your use only. It is a one-time-use URL to set up your profile and is unique to your particular profile and requirements.

The invitation email will prompt you to use the included link to create your account. When creating your account, please make note of your password, PIN, security questions and answers for future use. Depending on the administrator’s specific requirements, you may be asked to submit payment during this step.

## ACCESSING MYRECORDTRACKER

Once you create an account you may begin fulfilling the program requirements. After your account is set up you will log in by navigating to <https://www.myRecordTracker.com>. Enter your username, password, and PIN.

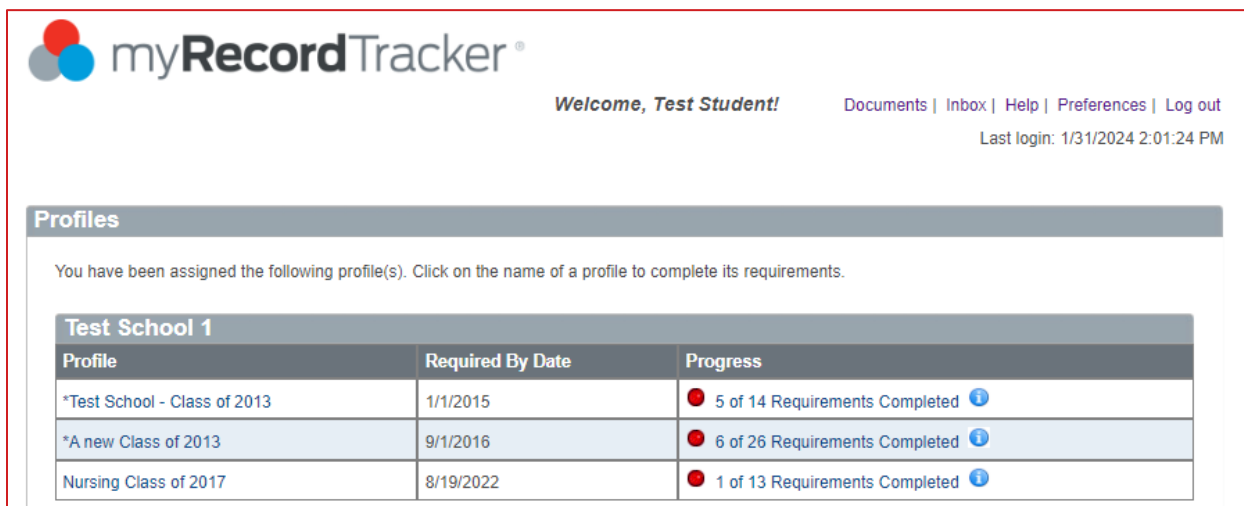


If you previously created your account but are clicking on the original URL from the invitation email, you will receive the following error at the bottom of the login screen.

Unable to authenticate your token. Please verify the email link is still active with myRecordTracker® Support.

Upon logging in, the dashboard will display the following:

- Profile the student has access to
- Profile due date when the majority of the requirements are due
- Your progress in meeting the profile's requirements
- The ability to click on the profile to see more in-depth details regarding requirements to fulfill and/or additional due dates



Profile	Required By Date	Progress
*Test School - Class of 2013	1/1/2015	5 of 14 Requirements Completed ⓘ
*A new Class of 2013	9/1/2016	6 of 26 Requirements Completed ⓘ
Nursing Class of 2017	8/19/2022	1 of 13 Requirements Completed ⓘ

## COMPLETING YOUR MYRECORDTRACKER REQUIREMENTS

Clicking into the **Profile** will show the documentation that your administrator wanted to provide to your attention through the system. Below the Profile section you will see the **Complete my Requirements** section where you will see each requirement within the myRecordTracker profile that requires a response.

Profiles > Profile

### Profile

In order to complete the immunization/medical requirements of your program of study, please download the following documents:

- Immunization Form
- Technical Standards Form
- Essential Functions Form
- Honor Code Form
- Health Verification Form
- SHEC Form

### Complete My Requirements

\*A new Class of 2013 for Test School 1

- 6 of 21 Requirements Completed  
Due Date: 9/1/2016
- 0 of 5 Subsequent Requirements Completed  
Due Dates: (hover here for details) ⓘ

Each requirement below requires a response in the student input section. If a document is required, please provide a completed copy of the document. If a question is asked, please respond to the question asked. Once a requirement is met, you will see "Pending Approval" appear in the status column. Once the requirement is approved, the requirement status will show as "Completed". It is necessary that all requirements are completed by the due date indicated within the profile.

A required document may be provided in two ways. A scanned copy can be uploaded directly to your myRecordTracker® account by clicking the "UPLOAD" button below. If you are unable to upload, the document can also be faxed or mailed to myRecordTracker. Please click the "FAX/MAIL" button below to generate a cover sheet to include when faxing/mailing your document(s).




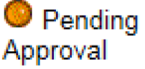

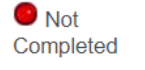



School Requirement	Student Input	Status
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If a document is required, you will need to upload a completed document in order to meet the requirement. If a question is asked, you are required to provide a response directly into the system. To answer the question, click on the **Not Answered** link. Once you have uploaded a required document and/or answered a question, a status of **Pending Approval** will appear. When the requirement is approved, the requirement status will change to **Completed**.

**Please Note:** All requirements must be completed by the **Due Date** indicated within the profile.

<p>Varicella (Vaccine Series OR Titer OR MD Verification) <i>Employees must indicate a history of a confirmed case by a Nurse Practitioner, PA or Physician, OR have had 2 doses of the Varivax vaccine, OR have positive Varicella serologic testing. If only negative titer is provided, then documentation of initial 2 Varicella shots must be provided. Proof of 2 doses of Varicella vaccine is sufficient for approval regardless of negative titer.</i></p>	<p>You must provide 1 document to fulfill this requirement:</p> <p>Document #1: Immunization Form <input type="button" value="UNASSIGN"/></p> <p>Document #2: Test10.23 <input type="button" value="UNASSIGN"/></p> <p>Add Another Document <input type="button" value="ATTACH"/></p> <p>Date of Service: Not entered</p>	<p>Completed</p>
<p>Covid test <i>Please answer yes or no to the question? Are you required to show proof of negative COVID test? If yes, please provide documentation of negative test. If no, nothing further is needed.</i></p> <p>Due Date: 6/1/2022</p>	<p>(Not Answered)</p> <p>You must provide 1 document(s) to fulfill this requirement if you answer yes:</p> <p>Document #1: No record assigned. <input type="button" value="ATTACH"/></p>	<p>Not Completed</p>

## Status Examples

- Completed:** This status indicates that the requirement was uploaded and approved. In certain instances, the requirement is listed as Completed and includes an expiration date.
  Completed
 
- Pending Approval:** Indicates that a requirement was uploaded and is awaiting approval. *Once in pending approval status our standard objective is to have all documents reviewed within 72 hours.*
 Pending Approval
 
- Not Completed:** Indicates that the requirement has not yet been completed.
  Not Completed
 
- Rejected:** Indicates that the document was uploaded but was rejected by either the administrator or Certiphi Screening. If a requirement is rejected, you will receive an email notification indicating a status has changed and to log back into your account. You can locate the reason within your inbox.
  Rejected
 
- Half Green/Half Red:** Indicates that all requirements were completed by the initial due dates for that point in time. Once you are able to complete all the other requirements by their specific due date, the status will update accordingly.
 

## Uploading Documentation

myRecordTracker is mobile friendly and you can access the system from most devices. We offer multiple ways you can upload your required documents into the system. There are a couple of options where once your required document is attached, the requirement will automatically go into **Pending** or **Complete** status depending on system settings. When you click on the **Upload** button under Complete my Requirements you may upload a clear picture of a document, a scanned copy of the document, or the document directly from your device files.

While not utilized often, Certiphi Screening still offers the ability to fax or mail a cover sheet by clicking on the **Fax/Mail** button. Using this option you can fax or mail your document to Certiphi Screening (the cover sheet must be included for each document). If this option is utilized, Certiphi Screening's goal is to review the documentation within 72 hours of receipt, after which it will be attached to your requirement. This is a manual task for our representatives.

**Complete My Requirements**

\*A new Class of 2013 for Test School 1

- **6 of 21 Requirements Completed**  
Due Date: 9/1/2016
- **0 of 5 Subsequent Requirements Completed**  
Due Dates: (hover here for details) ⓘ

Each requirement below requires a response in the student input section. If a document is required, please provide a completed copy of the document. If a question is asked, please respond to the question asked. Once a requirement is met, you will see "Pending Approval" appear in the status column. Once the requirement is approved, the requirement status will show as "Completed". It is necessary that all requirements are completed by the due date indicated within the profile.

A required document may be provided in two ways. A scanned copy can be uploaded directly to your myRecordTracker® account by clicking the "UPLOAD" button below. If you are unable to upload, the document can also be faxed or mailed to myRecordTracker. Please click the "FAX/MAIL" button below to generate a cover sheet to include when faxing/mailing your document(s).

UPLOAD

FAX / MAIL

Clicking **Upload** will allow you to attach a single document to one or multiple requirements. You will be directed to the **Upload Document** section where you can select and **Submit** the document.

### Upload Document

Click the browse button to locate the file you wish to upload.

Immunization Form.pdf

Please note: this may take several minutes depending on the size of the file being uploaded.

Once submitted you will be given the opportunity to:

1. Review the document that is uploaded;
2. Name the document;
3. Review the names of unfulfilled requirement(s) that are remaining; and
4. Decide to attach your document to multiple requirements, or just one requirement by checking the box next to that requirement. If a requirement requires an expiration date or date of test, you will be prompted to enter the date upon upload. Certiphi Screening will not enter this information into the system.

**Please note:** There is no limit to the number of documents you can attach to a single requirement.

### Save Document

\* = required field

Name your document:\*

Attach document to available requirement(s):

Covid test

Optionally attach more documents to these requirements below that already have the minimum number of documents:

COVID-19 (vaccination(s) OR Exemption Form)

Influenza (Flu vaccine)


TDAP - Tetanus, Diphtheria and Pertussis

Hepatitis B (Vaccine Series OR Titer)

MMR – Mumps, Rubella (American Measles), Rubella (German Measles) OR Titers

Varicella (Vaccine Series OR Titer OR MD Verification)

WVU SCHOOL OF DENTISTRY ... 1 / 1 - 71% +



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#### IMMUNIZATION FORM

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Sex: M \_\_\_ F \_\_\_ Allergies: \_\_\_\_\_ #800 \_\_\_\_\_

	IMMUNIZATION DATE	TITER RESULT	RECORD ACTUAL TITER VALUES	OFFICE USE
<b>DPT AND BOOSTERS<sup>1</sup></b>				
POLIO				
MEASLES <sup>4</sup> (Rubeola)				
MUMPS <sup>4</sup>				
RUBELLA <sup>4</sup>				
VARICELLA <sup>4</sup>				
HEPATITIS #1				
HEPATITIS #2				
HEPATITIS #3 <sup>2</sup>				
BCG <sup>2</sup>				
PNEUMOVAX <sup>2</sup>				
INFLUENZA <sup>2</sup>				
HUMAN PAPILLOMAVIRUS (HPV)				
MENINGOCOCCAL				
PPD <sup>3</sup> :	1 <sup>ST</sup> YEAR			
RESULTS	2 <sup>ND</sup> YEAR			
RESULTS	3 <sup>RD</sup> YEAR			
RESULTS	4 <sup>TH</sup> YEAR			

1. Tetanus must be given within last 10 years.  
2. BCG, Pneumovax, Influenza if indicated.  
3. PPD is REQUIRED and must be administered within the past 12 months.  
4. Titers are REQUIRED for Rubella, Rubeola, Mumps, Hepatitis B, and Varicella. Actual lab results MUST be submitted.

\*Indicate if patient not vaccinated for the following reasons:  
E = exemption (religious beliefs)  
D = declination  
C = contraindication  
SRI = self reported illness

**ALL EMPLOYEES MUST HAVE THE ABOVE REQUIREMENTS COMPLETED AT THE TIME OF YOUR START DATE.**

Physician Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**Expiration Date** ✕

Expiration Date:  [mm/dd/yyyy]

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<p>TDAP - Tetanus, Diphtheria and Pertussis <i>Expiration date is 10 years from the date the vaccine was administered.</i></p>	<p>You must provide 1 document to fulfill this requirement:</p> <p>Document #1: TDAP <input type="button" value="UNASSIGN"/></p> <p>Document #2: Immunization Form <input type="button" value="UNASSIGN"/></p> <p>Add Another Document <input type="button" value="ATTACH"/></p> <p>Expiration Date: 10/23/2024</p> <p>Date of Service: 1/15/2024</p>	<span style="color: orange;">●</span> Pending Approval
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You will receive an email notification alerting you to any upcoming document expiration dates. For new documentation you can utilize the same upload methods available on the site. You must include a new expiration date for any new documentation. The expiration date you enter should follow the instructions provided and must be a future date.

Once the requirement is fulfilled the requirement is automatically removed from the checklist, leaving only the requirements that are not yet completed. For example, if you upload a document fulfilling the requirements for Hepatitis B and MMR, both of those requirements will no longer appear in the list.

## Automated Email Notifications from myRecordTracker

Below is email notification language you may receive from myRecordTracker in the following scenarios:

### Profile Due Date

To: <Student Name>  
Subject: myRecordTracker Notice – Due Date

Dear <Student Name>,

Please note that the due date to provide immunization and other health related documentation was January 1, 2024. If you have not satisfied all the requirements, please log onto <https://www.myrecordtracker.com> and review your profile. It is important to complete all requirements as soon as possible.

Thank you,  
myRecordTracker



## Individual Requirement Expiration

To: <Student Name>

Subject: myRecordTracker Individual Requirement Expiration Reminder

Dear <Student Name>,

Please note that one or more of your requirement(s) expired on January 1, 2024. Please log onto <https://www.myrecordtracker.com> and review your profile. It is important to complete all requirements as soon as possible.

Thank you,  
myRecordTracker

## Requirement Specific Due Date

To: <Student Name>

Subject: myRecordTracker Notice – Due Date

Dear <Student Name>,

Please note that the due date to provide immunization and other health related documentation was January 1, 2024. If you have not satisfied all the requirements, please log onto <https://www.myrecordtracker.com> and review your profile. It is important to complete all requirements as soon as possible.

Thank you,  
myRecordTracker

## Requirement Rejected

To: <Student Name>

Subject: myRecordTracker – An update has been made to your account

Dear <Student Name>,

An update has been made to your account. Please log onto <https://www.myrecordtracker.com> to review your profile.

When you log back into your account you will notice the reason for requirement rejection.

Your program administrator has sent you the following message. Please review.

The following requirement has a new status:

Requirement: Influenza  
Status: Rejected  
Reason: Other test

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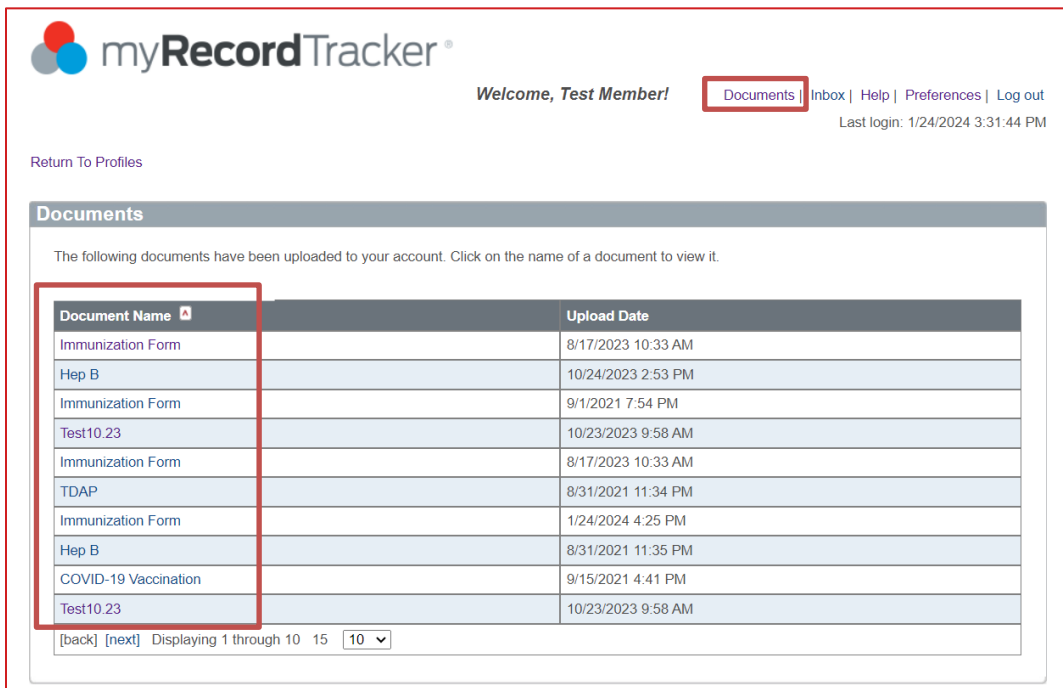
**Profiles**

You have been assigned the following profile(s). Click on the name of a profile to complete its requirements.

## OTHER IMPORTANT INFORMATION ABOUT MYRECORDTRACKER

### Documents Section

Clicking the **Documents** link in the upper-right hand corner of the page, you can review all documents previously uploaded to the site, including the date that the document was uploaded. Through this view you can go back and review those documents at any time. Each document has a link to the actual form. If any of the documents listed need to be attached to a requirement and isn't already, click on **Attach** next to the requirement. You will then see a list of **Current Available Documents** you will be able to select from.



myRecordTracker®

Welcome, Test Member! Documents | Inbox | Help | Preferences | Log out

Last login: 1/24/2024 3:31:44 PM

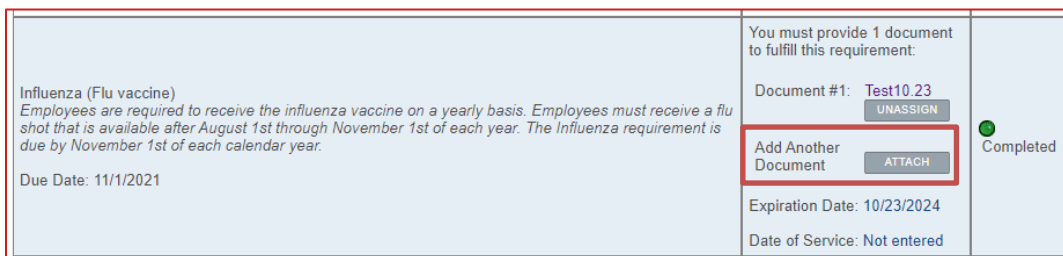
Return To Profiles

**Documents**

The following documents have been uploaded to your account. Click on the name of a document to view it.

Document Name	Upload Date
Immunization Form	8/17/2023 10:33 AM
Hep B	10/24/2023 2:53 PM
Immunization Form	9/1/2021 7:54 PM
Test10.23	10/23/2023 9:58 AM
Immunization Form	8/17/2023 10:33 AM
TDAP	8/31/2021 11:34 PM
Immunization Form	1/24/2024 4:25 PM
Hep B	8/31/2021 11:35 PM
COVID-19 Vaccination	9/15/2021 4:41 PM
Test10.23	10/23/2023 9:58 AM

[back] [next] Displaying 1 through 10 15 10



Influenza (Flu vaccine)  
Employees are required to receive the influenza vaccine on a yearly basis. Employees must receive a flu shot that is available after August 1st through November 1st of each year. The Influenza requirement is due by November 1st of each calendar year.  
Due Date: 11/1/2021

You must provide 1 document to fulfill this requirement:

Document #1: Test10.23

UNASSIGN

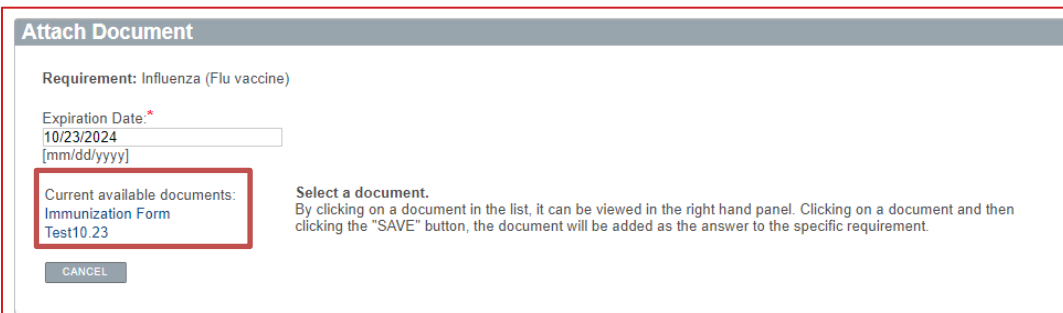
Add Another Document

ATTACH

Expiration Date: 10/23/2024

Date of Service: Not entered

Completed



**Attach Document**

Requirement: Influenza (Flu vaccine)

Expiration Date: 10/23/2024  
[mm/dd/yyyy]

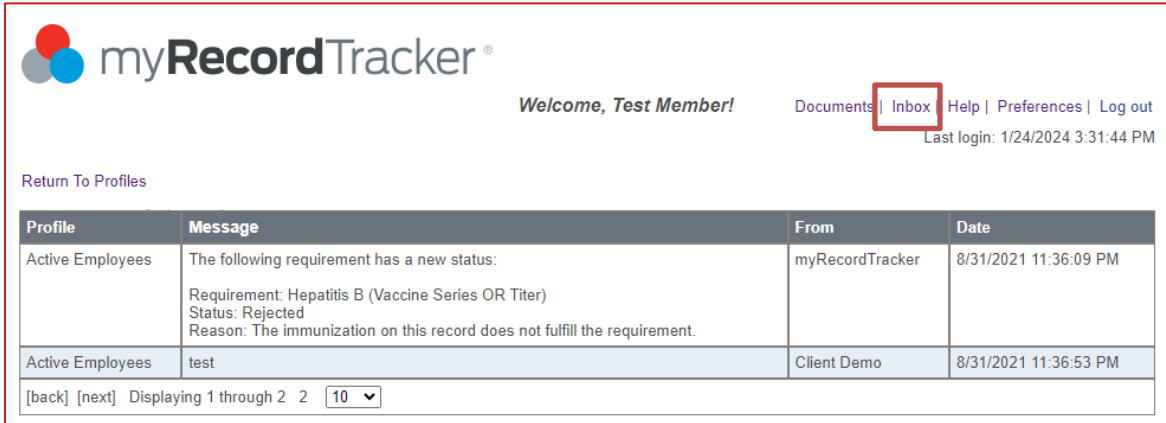
Current available documents:  
Immunization Form  
Test10.23

CANCEL

Select a document.  
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.

## Inbox

The **Inbox** link in the upper right hand corner of the site will bring you to an inbox that contains all special instructions and emails sent from the administrator. Administrators use this tool to send emails directly to each student.



The screenshot shows the myRecordTracker interface. At the top left is the logo. To the right, it says "Welcome, Test Member!". Further right are navigation links: "Documents", "Inbox" (highlighted with a red box), "Help", "Preferences", and "Log out". Below these links, it says "Last login: 1/24/2024 3:31:44 PM".

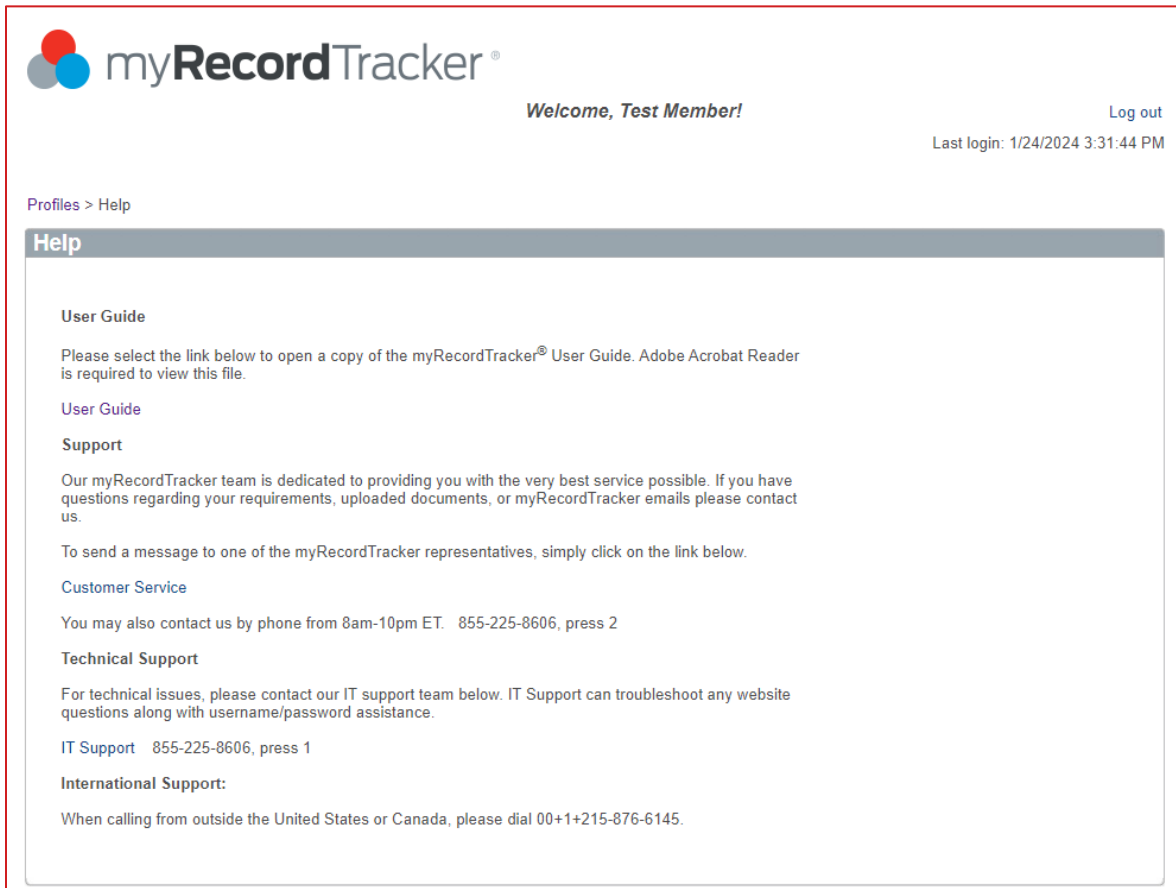
Below the navigation is a "Return To Profiles" link. The main content is a table with the following data:

Profile	Message	From	Date
Active Employees	The following requirement has a new status: Requirement: Hepatitis B (Vaccine Series OR Titer) Status: Rejected Reason: The immunization on this record does not fulfill the requirement.	myRecordTracker	8/31/2021 11:36:09 PM
Active Employees	test	Client Demo	8/31/2021 11:36:53 PM

At the bottom of the table, there are pagination controls: "[back] [next] Displaying 1 through 2 2" and a dropdown menu showing "10".

## Help

The **Help** link will bring you to a page that provides contact information for myRecordTracker customer service and IT support. User guides such as this one are also available on this page.



The screenshot shows the myRecordTracker Help page. At the top left is the logo. To the right, it says "Welcome, Test Member!". Further right are "Log out" and "Last login: 1/24/2024 3:31:44 PM".

Below the navigation is a "Profiles > Help" breadcrumb. The main content is a "Help" section with the following text:

**User Guide**

Please select the link below to open a copy of the myRecordTracker® User Guide. Adobe Acrobat Reader is required to view this file.

[User Guide](#)

**Support**

Our myRecordTracker team is dedicated to providing you with the very best service possible. If you have questions regarding your requirements, uploaded documents, or myRecordTracker emails please contact us.

To send a message to one of the myRecordTracker representatives, simply click on the link below.

[Customer Service](#)

You may also contact us by phone from 8am-10pm ET. 855-225-8606, press 2

**Technical Support**

For technical issues, please contact our IT support team below. IT Support can troubleshoot any website questions along with username/password assistance.

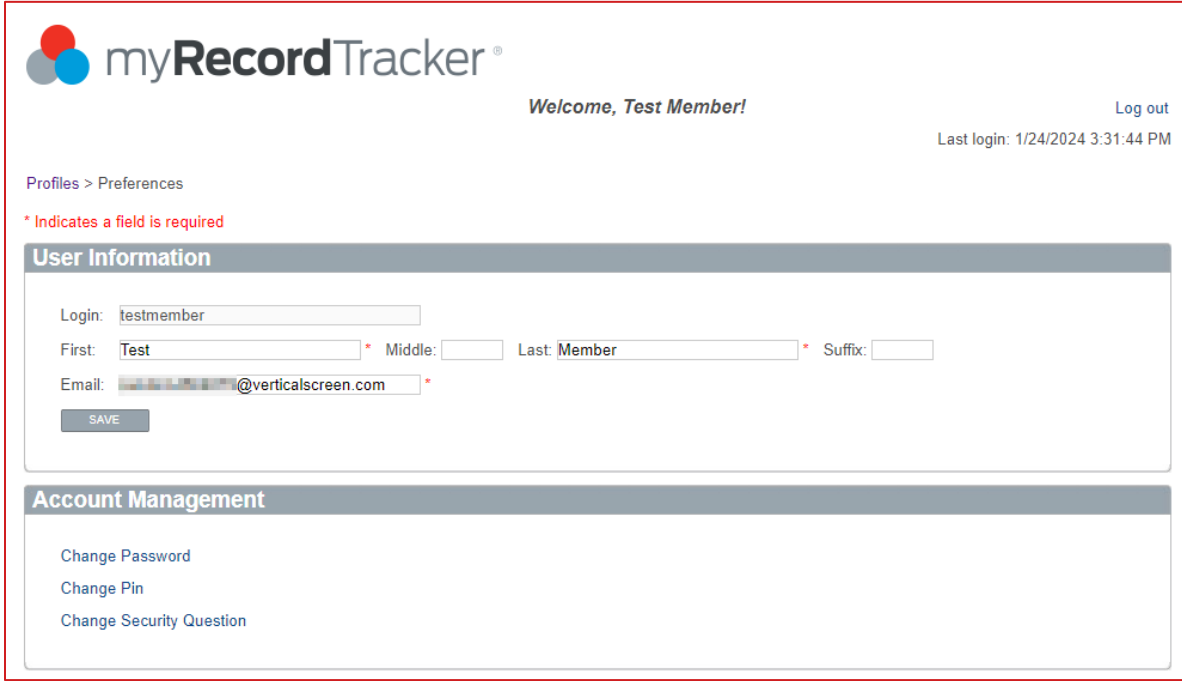
[IT Support](#) 855-225-8606, press 1

**International Support:**

When calling from outside the United States or Canada, please dial 00+1+215-876-6145.

## Preferences

The **Preferences** link in the upper-right hand corner of the page will bring you to the page that allows you to update your name, email, password, PIN, and security questions.



The screenshot shows the myRecordTracker user interface. At the top left is the logo and the text "myRecordTracker®". To the right, it says "Welcome, Test Member!" and "Log out". Below that, it indicates "Last login: 1/24/2024 3:31:44 PM". The main content area is titled "Profiles > Preferences" and includes a note: "\* Indicates a field is required". There are two main sections: "User Information" and "Account Management".

**User Information**

Login:

First:  \* Middle:  Last:  \* Suffix:

Email:  \*

**Account Management**

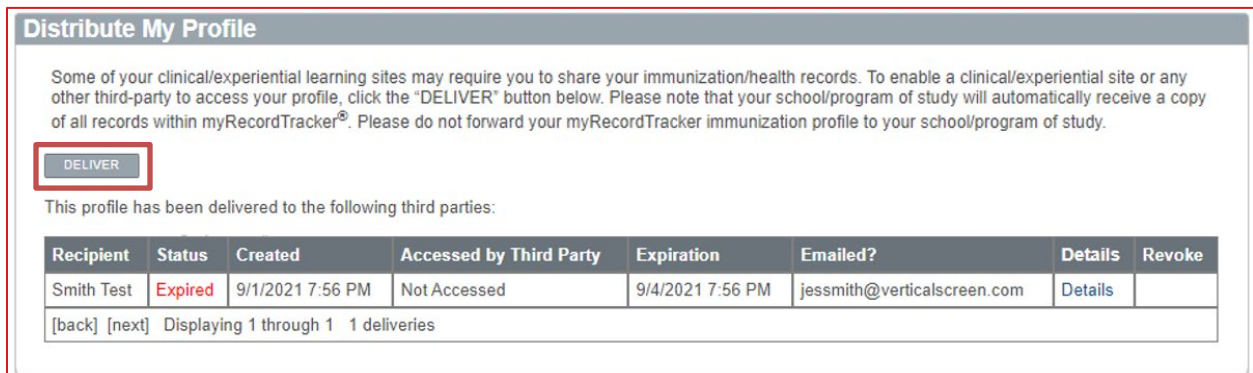
- [Change Password](#)
- [Change Pin](#)
- [Change Security Question](#)

## DISTRIBUTE INFORMATION TO A THIRD PARTY

Certiphi Screening allows you to access and share your myRecordTracker requirements to another third party. Students who have questions about using the myRecordTracker Report Delivery Manager after reading these instructions should contact Certiphi Screening's Applicant Services team at 1-800-803-9582 or [myrecordtracker@verticalscreen.com](mailto:myrecordtracker@verticalscreen.com).

### Steps to Utilize myRecordTracker Report Delivery Manager

First log in to your profile at <https://www.myrecordtracker.com>. Click into your **Profile** and scroll to the bottom of the screen to locate the section titled **Distribute my Profile**. Click **Deliver** to begin the report delivery process.



The screenshot shows the "Distribute My Profile" section. It contains a paragraph of text explaining the process and a "DELIVER" button. Below the button, it states "This profile has been delivered to the following third parties:" followed by a table of delivery records.

Some of your clinical/experiential learning sites may require you to share your immunization/health records. To enable a clinical/experiential site or any other third-party to access your profile, click the "DELIVER" button below. Please note that your school/program of study will automatically receive a copy of all records within myRecordTracker®. Please do not forward your myRecordTracker immunization profile to your school/program of study.

This profile has been delivered to the following third parties:

Recipient	Status	Created	Accessed by Third Party	Expiration	Emailed?	Details	Revoke
Smith Test	Expired	9/1/2021 7:56 PM	Not Accessed	9/4/2021 7:56 PM	jessmith@verticalscreen.com	<a href="#">Details</a>	

[back] [next] Displaying 1 through 1 1 deliveries

A profile can be shared with anyone you choose.

**Please Note:** Your school/program of study will automatically receive a copy of all records within myRecordTracker, so you do not need to forward or deliver your myRecordTracker profile to your school/program of study.

After you click **Deliver** you will enter the recipient’s contact information: First Name, Last Name, and Organization.

You have two options when selecting the requirements you would like to share: You can send all requirements in your profile (by clicking “**Select Check All?**”); or pick and choose specific requirements (by clicking the checkbox next to “**Deliver?**”) on each item. Once selected, click **Submit**.

### Distribute Your Profile - Enter Recipient

\* Indicates a field is required

Please complete the questions below about the individual to whom you wish to deliver your profile.  
Check at least one requirement to deliver to the recipient.

**NOTE:** This is for your records only. myRecordTracker® does not guarantee the recipient of the profile is the person or organization listed below.

Last Name:  \*

First Name:  \*

Organization:  \*

>School Requirement	>Student Input	Status	Select Check All? <input type="checkbox"/>
<b>COVID-19 (vaccination(s) OR Exemption Form)</b> Please provide 1 of the following: 1. Please provide documentation of complete FDA EUA COVID 19 vaccination. Positive antibody titer showing immunity or history of disease is not accepted. Required documentation: - 2 doses of Pfizer-BioNTech vaccine given at least 21 days apart OR - 2 doses of Moderna vaccine given at least 28 days apart OR - 1 dose Johnson & Johnson/Janssen vaccine. Both shots must be provided for approval. The Johnson-Johnson COVID vaccine only requires evidence of the single shot. 2. If you upload the exemption form, the requirement will be rejected with the following rejection note - COVID19 vaccination not provided. Exemption form uploaded.	You must provide 1 document to fulfill this requirement:  Document #1: COVID-19 Vaccination  Date of Service: >4/28/2021	<span style="color: orange;">●</span> Pending Approval	Deliver? <input type="checkbox"/>
<b>Influenza (Flu vaccine)</b> Employees are required to receive the influenza vaccine on a yearly basis. Employees must receive a flu shot that is available after August 1st through November 1st of each year. The Influenza requirement is due by November 1st of each calendar year.	You must provide 1 document to fulfill this requirement:  Document #1: Test10.23  Expiration Date: 10/23/2024 Date of Service: Not entered	<span style="color: green;">●</span> Completed	Deliver? <input checked="" type="checkbox"/>
<b>TDAP - Tetanus, Diphtheria and Pertussis</b> Expiration date is 10 years from the date the vaccine was administered.	You must provide 1 document to fulfill this requirement:  Document #1: TDAP  Expiration Date: 10/23/2024 Date of Service: >1/15/2024	<span style="color: orange;">●</span> Pending Approval	Deliver? <input type="checkbox"/>

CANCEL
SUBMIT

## Delivery Options & Confirmation

Profile Access Keys will be generated. You can choose to share access to your profile by calling the recipient directly and verbally providing the profile access key information, or you can opt to send an email to the recipient that contains the information. The third party only has up to 72 hours to access the information you shared. Profile Access Keys may only be used once.

1. Call or connect directly with the third party and provide the web address, access code, and access pin to the recipient.  
***Certiphi Screening recommends that you use this option for the highest level of security.***
2. Under **Other Delivery Options** you may select to authorize an email sent to the recipient. Under Option 2, click the “click here to send an email” link.

### Distribute Your Profile - Confirmation

**Your Profile Access Keys are Ready.**  
To provide Access to your profile, call the recipient directly and provide them with the instructions below:

Step 1: The recipient should visit the myRecordTracker® Web Site at: <https://www.myRecordTracker.com/signin/signup>

Step 2: The recipient will be required to enter BOTH of the Access Keys listed below:

Access Code: **2fe30298**

Access Pin: **██████**

Step 3: The recipient will be able to view your profile.

### Other Delivery Options

Please read below for additional options to send your keys to the recipient:

Option 1 - As described above, you may contact the recipient via phone to provide instructions.  
**This option offers the highest level of security.**

Option 2 - You may also provide an email to the recipient.  
Please note that email is **not recommended for delivery** of sensitive information.  
\* If you choose this option, [click here to send an email](#), otherwise click "CLOSE" and contact the recipient directly with the instructions.

## Email Delivery

If you selected email, on the next screen you will provide the recipient's email address and then select either Option 1 or Option 2 to determine what information is emailed to the recipient.

- **Option 1:** Only the link with instructions to access your profile is emailed. You would need to contact the recipient directly to provide the Profile Access Keys.
- **Option 2:** Both the link with instructions to access your profile and the Profile Access Keys are provided to your recipient.

Click **Submit** to trigger the email notification.

### Distribute Your Profile - Enter Email

\* Indicates a field is required

**1. Security Note:**  
Please note that email is not a recommended mechanism for delivery of sensitive information. Please be sure to supply the correct email address and to read carefully your delivery options below.

**2. Recipient's Email Address:**  
Please Type and Re-Type the email address of the recipient:  
Email Address:  \*  
Confirm Here:  \*

**3. Specify Options:**  
Please select an email option below before clicking SUBMIT.\*

Option 1: Email the link with instructions to access my profile, but I will provide the Access Keys to the recipient myself.

Option 2: Email the link with instructions to access my profile and ALSO INCLUDE THE ACCESS KEYS.

The system provides confirmation that an email has been sent, along with the myRecordTracker Profile Access Code and Access PIN for future reference.

### Distribute Your Profile - Email Confirmation

An email has been sent to your recipient: ██████@verticalscreen.com  
If the recipient is unable to retrieve the email you can also provide the keys below directly:

**Request Code:** 2fe30298

**Access Pin:** ██████

\* Please note: The information above should be treated with the highest level of sensitivity

**Please Note:** There is no limit on how many times you use the Report Delivery Manager Tool. Each time you use it the system will automatically update the chart on the Distribute My Profile section and track whether the third party accessed the information you shared.

**Distribute My Profile**

Some of your clinical/experiential learning sites may require you to share your immunization/health records. To enable a clinical/experiential site or any other third-party to access your profile, click the "DELIVER" button below. Please note that your school/program of study will automatically receive a copy of all records within myRecordTracker<sup>®</sup>. Please do not forward your myRecordTracker immunization profile to your school/program of study.

This profile has been delivered to the following third parties:

Recipient	Status	Created	Accessed by Third Party	Expiration	Emailed?	Details	Revoke
White Betty	Accessed	1/24/2024 5:32 PM	1/24/2024 5:46 PM	1/27/2024 5:32 PM	████████@verticalscreen.com	Details	
Humperdink Engelbert	Active	1/24/2024 5:47 PM	Not Accessed	1/27/2024 5:47 PM	None sent	Details	Revoke
Smith Test	Expired	9/1/2021 7:56 PM	Not Accessed	9/4/2021 7:56 PM	████████@verticalscreen.com	Details	

[back] [next] Displaying 1 through 3 3 deliveries

Within the Distribute My Profile section you will see the following Statuses:

- Active:** From the date and time stamp indicated under the **Created** column, the recipient has up to 72 hours to access the information you sent. They can also only use the Profile Access Code information one time within this 72 hour window.
- Cancelled:** You may **Revoke** third party access to the information you shared. You only have the option to Revoke within the 72 hour window and only if the third party has not yet access the information.
- Accessed:** This lets you know if and when the third party accessed the information you shared.
- Expired:** The 72 hour window for the third party to access the information you shared has passed.

## CONTACT INFORMATION

If you have any questions about the myRecordTracker process, please contact Certiphi Screening from Monday through Friday, 3am – 10pm ET.

Customer Service	Technical Support	International Support
855-225-8606, press 2	855-225-8606, press 4	00+1+215+876+6145

Payment Questions	Email
888-291-1369, ext. 3	<a href="mailto:myrecordtracker@verticalscreen.com">myrecordtracker@verticalscreen.com</a>