

COMPLIANCE SERVICES QUICK REFERENCE SHEET FOR STUDENTS

Compliance Services allows students to enter their own immunization information into a secure online student portal. This information is verified and approved by a health administrator who can track compliance or lack of compliance and report back to the student through secure messaging. Compliance Services makes it easy to check that student requirements are satisfied and generate reports which track and monitor student immunization activity.

This sheet is a quick guide to some common issues that arise for students using Compliance Services.

Requirements

- Each student is responsible for understanding the requirements of their institution.
- Each student is responsible for meeting the submission deadlines set by their institution and understanding that they may be blocked from registration in subsequent quarters if they do not satisfy requirements.
- All supporting documentation must include a student's full name (first and last), their student ID, and their birthdate for verification purposes.

Accessing the Compliance Services Management System

- Using any browser on a computer or mobile device, go to <https://wellesleymcs.medicatconnect.com/>
- Students will use their Wellesley domain name and password to access the online systems for Compliance Services.

Access Problems

- If you encounter problems uploading documents, please send an email to complianceservices@medicat.com.
- Compliance Services will respond to all student inquires via email within one business day.

Entering Immunization Records on the Compliance Services Management System

- Each student is responsible accessing the Compliance Services Management System to accurately enter their immunization history onto their Immunization Record.
- Students must enter individual dates for each vaccination required by their institution.
- It is highly recommended that students enter all non-required vaccinations onto their record, such as HPV vaccines, Flu vaccines, or other immunizations not required by their institution.

Uploading Immunization Documents

- Documents that are uploaded directly must be in one of the following formats: .gif, .png, .tiff, .tif, .jpg, .jpeg, .txt, or .pdf.

- Microsoft Word files such as .doc, .docx, or .docm formats are **not accepted**.
- Please make sure that your file name consists of only alpha and numeric characters in the file name. **NO SPECIAL CHARACTERS OR EXTRA SPACES ARE ALLOWED.**
 - Examples of **ACCEPTABLE** file names:
 - JaneSmithRecords.jpg
 - 123456.bmp
 - Examples of **UNACCEPTABLE** file names:
 - Jane Smith Records. Jpg (Unacceptable due to spaces between words)
 - ImRecord#1.bmp (Unacceptable due to special character “#”)

What to Expect After Submission

- Uploaded documents are available immediately for review by MCS Staff.
- It typically takes 5 business days to process immunization records.
- Once records have been successfully reviewed and matched, students will be notified by email.

Checking your Status

- Once logged into the Compliance Services Management System, select “Immunization” from the top navigation menu and you can view your status.