

The following instructions will help you establish your ImmuniTrax account and detail how to access your ImmuniTrax account through ACEMAPP. ImmuniTrax is used by the University of Phoenix School of Nursing for compliance management and monitoring. Information verified within ImmuniTrax will transfer to your ACEMAPP account.

Establishing your ImmuniTrax Account

1. Access your ACEMAPP account

Navigate to www.acemapp.org and select the login option in the upper right hand corner of the screen and login with your email address and password. When you log in you will be asked to agree to the FERPA consent, Honesty Pledge and Terms of Service.

2. Complete each component of your student profile

This information is shared with the sites you attend for rotations as well as Verify Students/Medicat for background checks, drug screening and immunization tracking. Please keep this information up-to-date.

3. To establish your ImmuniTrax account, click on the VerifyStudents logo in the top left corner of your homepage.



Once you access this link, a program-specific promotional code must be entered to initiate the process.

***If you are directed to screens regarding a background check, you can bypass it.*

4. Use the following Promotional code: **UOPXFNPOL2IMM**

Promotional codes are program and campus specific. This code correlates with **FNP students at the Online campus**. If this is not your program or campus location, please contact your Clinical Coordinator for the appropriate instruction sheet.

5. Complete profile & e-sign forms as they appear

6. After completing steps identified above, you will receive an e-mail from immunitraxsupport@medicat.com containing instructions for submitting your health and immunization documents (via fax or electronic upload).

Please Note: This part of the process is administered by ImmuniTrax powered by Medicat. If you do not receive an email with instructions on how to log in to this site, email immunitraxsupport@medicat.com.

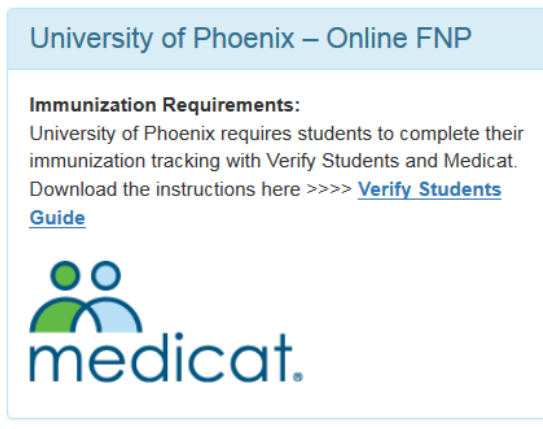
Tips for email: Please check your spam/junk email folders as emails from medicat.com may automatically be delivered there. If this occurs, establish permissions for medicat.com emails to

reach your main email inbox. It is imperative that you are reviewing and addressing emails that come from ImmuniTrax.

Accessing ImmuniTrax after an account has been created

There are two ways to access your ImmuniTrax account **after your account has been created**. You can navigate to the link provided to you in the email sent to you when you established your account. This will take you directly to the site. Additionally you can access your ImmuniTrax page through ACEMAPP by following these steps:

1. **Log into ACEMAPP**
2. **On your home screen, navigate to the bottom of your screen and locate the “Announcements” Section in the bottom left corner.**
3. **Click on the Medicat link**



Please note: This is an example screen shot, yours will note the correct campus and program

4. **Follow the instructions and sign into your ImmuniTrax with the credentials established during your initial account set-up.**

If you have established your ImmuniTrax account, clicking on the VerifyStudents link (at the top of your page) will not allow you to access your account. The VerifyStudents link will be used for any additional background check and/or drug screen that may be required throughout the program.