

# ACEMAPP & Immunitrax

## Student User Guide

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

### Establishing Your ImmuniTrax Account

#### 1. Access your ACEMAPP account

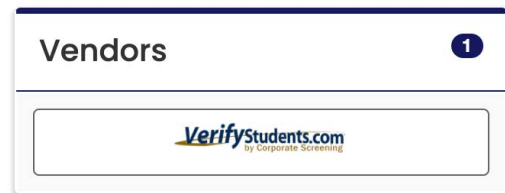
Navigate to [www.acemapp.org](http://www.acemapp.org) and select the login option in the upper right hand corner of the screen and login with your email address and password. When you log in you will be asked to agree to the FERPA consent, Honesty Pledge and Terms of Service.

#### 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. Complete your Immunitrax account

To establish your ImmuniTrax account, click on the VerifyStudents logo in the top left corner of your homepage. Once you access this link, click "New Order". Your program-specific promotional code must be entered to initiate the process. If you are directed to screens regarding a background check, you may bypass it.



#### 4. Use your promotional code

Promotional codes are program and campus specific.

*Online campus:* UOPXFNPOL2IMM

*Southern California campus:* UOPXFNPSC2IMM

*Phoenix campus:* UOPXFNPPX2IMM

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

#### 6. Verify email address

After completing steps identified above, you will receive an e-mail from [immunitraxsupport@medicat.com](mailto: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](mailto:immunitraxsupport@medicat.com).

**Tips for email:** Please check your spam/junk email folders as emails from [medicat.com](http://medicat.com) may automatically be delivered there. If this occurs, establish permissions for [medicat.com](http://medicat.com) emails to reach your main email inbox. It is imperative that you are reviewing and addressing emails that come from ImmuniTrax.

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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:

### Accessing ImmuniTrax after an account has been created

#### 1. Log in to ACEMAPP

Visit [acemapp.org](https://acemapp.org) and use the login in the upper right hand corner of the website.

#### 2. View announcements

From your dashboard, navigate to the bottom of your screen and locate the "Announcements" Section in the bottom left corner.

#### 3. Click on Medicat link

Click on the logo in your announcement.

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#### Immunization Requirements:

University of Phoenix requires students to complete their immunization tracking with Verify Students and Medicat.

Download the instructions at

[uopx.acemapp.org](https://uopx.acemapp.org)



#### 4. Log in to Immunitrax

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

**Please note:** 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.