

Dear Student,

As a service to all UTHSC students, beginning with the Fall 2018 term, Qualified First, Inc. is the newly named vendor of record for all of your immunizations. This service will allow you the ability to keep track of your immunizations in one place for your entire academic and professional career at no charge to you. That's right, FREE IMMUNIZATION TRACKING FOR LIFE!

The introductory email as well as the code your need for your program of study, will be sent directly to you. You will have the ability to create your own account and upload your immunizations for verification, which will expedite the immunization management process.

Please do not submit your immunization records to UTHSC Student Health as they will not manage your immunization tracking but they WILL continue to provide required immunizations for all students.

Here is a sample of how the immunization process will work for Fall 2018:



Background Information Center

A green graphic with a white 'Welcome' message and a 'Get Started Here!' button. The 'Welcome' message says 'Welcome to QualifiedFirst® by Verified Credentials, Inc. Your school has partnered with Verified Credentials to help you complete your program requirements.' The 'Get Started Here!' button has a white arrow pointing down. Below the welcome message is a 5-step process flow: 1. Enter Your Code (with a code entry icon), 2. Create Account (with a person icon), 3. Review Required Information (with a clipboard icon), 4. Enter Information (with a form icon), 5. Supply Official Documentation (with a document icon). A green checkmark icon is at the end of the flow. To the right is an orange 'First Time Users:' box with the text 'Enter your code and register...' and a 'Code:' field with two input boxes. Below the field is a 'Get Started!' button and a link that says 'Can't Remember Your Code?'.

Once you enter the code within the First Time Users box and click "Get Started!", you will be taken through the next three steps to create your new QualifiedFirst (QF) account.



Create a New Account

Registration is easy and only takes three steps.
To create a new account, please complete all fields below.

Already Have an Account?

[Log In](#)

1

Personal Information

Please start by entering in your name and contact information below.

First Name: ★

Middle Name:

Last Name: ★

Country: ★

Address Line 1: ★

City: ★

State: ★

Zip Code: ★

Primary Phone: ★

E-mail: ★

Confirm E-mail: ★

Choose a method to receive notifications regarding your account:

Notification Preference: Text Message (Recommended) Email Both [Why do you need this?](#)

2 Create Username / Password
 Choose a Username and a Password and answers to two security questions which will be used for password recovery.

Username: ★

Password: ★

Confirm Password: ★

1st Secret Question: ★

Answer: ★

2nd Secret Question: ★

Answer: ★

**You will need to remember your login for accessing your QF account in the future.

3 Terms of Use
 Please accept the QualifiedFirst® Terms of Use Agreement.

I HAVE READ AND AGREE TO THE FOREGOING TERMS OF USE

NOTICE: Canceling and declining the Terms of Use will result in denial of your access to the QualifiedFirst® Service.

★ - Required fields

Your privacy and security are of utmost importance to us. We don't pass this information on to third parties. See our [Privacy Policy](#) for complete information.

Once you have created your account, you will have the ability to begin entering and uploading documentation for your immunizations (if applicable within the code). If you do not see the email that contains your immunization information, please check junk and spam folders as it may redirect depending on your spam settings. There will be an expiration date related to your immunization requirements. This date will be found in the email you receive.

If you do not complete the immunization portion upon your initial login, you may continue at a later date once you have the supporting documentation gathered and ready to upload. If there are outstanding items you need to work on, you will receive a pop-up message upon future login.

Below is a sample of the pop-up message you will receive when there are incomplete requirements-

REMINDER - You have incomplete requirements

Hi Marcine,

You have incomplete requirements that need your attention. Click the link below to work on them now.

RN Program - RN Program Requirements
 Due Date: 7/12/2016
 7 incomplete requirement(s) - [Work on this now](#)

To work on these requirements, click the “Work on this now” link within the window.

REMINDER - You have incomplete requirements

Hi Marcine,

You have incomplete requirements that need your attention. Click the link below to work on them now.

RN Program – RN Program Requirements
Due Date: 7/12/2016
7 incomplete requirement(s) - [Work on this now](#)

Once you've clicked the “Work on this now” link, it will walk you through the outstanding requirements. The image below is an example of what to expect (not the UTHSC exact page). The QualifiedFirst system will provide you with available options based on requirement rules.

The screenshot shows a progress bar at the top with four sections: Personal Info (DONE), Review Results (1 of 2 Tasks Complete), Immunizations (2 of 7 Tasks Complete), and Professional Certifications (1 of 2 Tasks Complete). The Immunizations section is highlighted with a blue arrow pointing down.

Steps:

- Introduction (DONE)
- Hepatitis A (Incomplete)
- Hepatitis B**
- Influenza (Incomplete)
- MMR (Measles-Mumps-R... (Incomplete)
- Tuberculosis (Incomplete)
- Varicella (Chickenpox) (DONE)

Now Provide Information About Your Immunity to Hepatitis B

Which of the following applies to you (pick one):

- I have received the vaccination(s)
- I have received the titer (blood test)
- I will provide a waiver or declination form
- I can provide documentation showing evidence that I'm a Non Responder
- Skip this for now - I will provide this later

STEP 1 - PROVIDE INFORMATION

Enter your Hepatitis B titer information. Non-positive titer results may require additional information and/or steps.

Titer (Blood Test) - Date:

STEP 2 - PROVIDE DOCUMENTATION

Provide documentation that validates your Hepatitis B. If you don't have this documentation now, you can come back and add it later.

IMPORTANT - the document you provide MUST meet the following requirements:

- Document Must Be Legible
- Document Must Relate to Requirement
- Document MUST include student's name.
- Document MUST include positive titer result.
- Document MUST match the data entered for this requirement.

Attached Documentation (Uploaded 11-20-2018)

STEP 3 - CONSENT TO SHARE

I have carefully reviewed the information and documentation I have entered and/or uploaded and I certify that it is accurate and meets the requirements listed above. Furthermore, I understand and agree that I am providing this information at my own discretion and agree to send it to University of Western Wisconsin for its review and approval.

<Back Save & Finish Later

Please note that you will need to enter dates exactly as they are noted on supporting documentation or these items will be denied. Your document must also reflect a medical source name. In the event of a denial, you will receive notification explaining what needs to be corrected. Once you have made the correction to the requirement, your document will go back into the queue for review by Qualified First. Document review is not immediate and you should allow approximately 2-3 business days for an update.

When your immunizations are complete, you will receive a notification via email or text (whichever you selected when setting up your QF profile) alerting you to log into QualifiedFirst and review the report. Once logged in, you will be asked to confirm the accuracy of the report and provide permission to send the report to UTHSC. We will NOT receive your report without you completing these steps and a HOLD will remain on your student account, preventing you from registering for courses. Samples of each notification type are below.

Email example-

Hi (Name),

Your background report is now complete **and ready for you to review!**

IMPORTANT NEXT STEP:

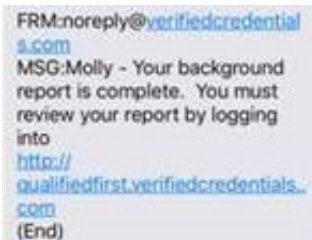
You MUST log back into your QualifiedFirst account to review your Background report.

<http://qualifiedfirst.verifiedcredentials.com>

Thank you for being a QualifiedFirst customer!

QualifiedFirst Support Team

Text example-



When logged into QualifiedFirst, you will also see the following notification with link to approve the report.



The page where you must review the report for accuracy will have the below messaging and options.

IMPORTANT NEXT STEPS:

1. Review and Confirm

(A copy of your pdf report will be available for review)

Does everything in your report look okay?

- YES, I have reviewed my background check and everything in it is accurate.
- NO

2. A Message from The University of Tennessee Health Science Center

The University of Tennessee Health Science Center would like you to send them a copy of your report. Please reply with your decision. Select from the following choices:

- YES, I want to send this report to The University of Tennessee Health Science Center now.
- NO, and I authorize QualifiedFirst to let The University of Tennessee Health Science Center know that I won't be sending a copy of my report.

Click the Finished or Send Report button to complete.