

Dear Student,

As a service to all UTHSC students Qualified First, Inc. is the 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 you will need from 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:

UT THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER.

Background Information Center

Welcome to **QualifiedFirst®** by Verified Credentials, Inc.
Your school has partnered with Verified Credentials to help you complete your program requirements.

Get Started Here! ↴

First Time Users:
Enter your code and register...
Code: -
Get Started!
[Can't Remember Your Code?](#)

- 1 Enter Your Code
- 2 Create Account
- 3 Review Required Information
- 4 Enter Information
- 5 Supply Official Documentation

You can use your Qualified First account that you used for your background check. You will enter the program specific code at the top of the page.

If you have not created an account for your Qualified First background check, you will 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 Qualified First (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.

Cancel Sign In

Once you have created your account or are using the same account from your background check, 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-

The screenshot shows a user's 'Your Portfolio Summary' page. A modal window titled 'REMINDER - You have incomplete requirements' is displayed over the page. The modal content includes:

- Greeting: **Hi Marcine,**
- Message: You have incomplete requirements that need your attention. Click the link below to work on them now.
- Section: **RN Program – RN Program Requirements**
- Details: Due Date: 7/12/2016, 7 incomplete requirement(s) - [Work on this now](#)
- Summary: 7 Incomplete Requirements, Due Date: 7/12/2016, [Work on this now](#)
- Action: [No Thanks, I'll Work On Them Later](#)

The background page shows sections for 'Your Background Report' (last updated 05/19/2014, more than 60 days old) and 'Your Profile Information' (Identity, Address, Employment, Education, Driver's License, References, Professional Licenses, etc.).

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 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.

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:

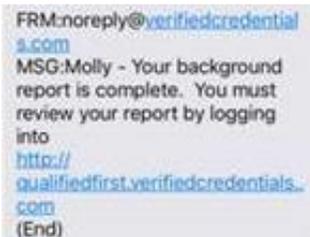
You MUST log back into your QualifiedFirst account to review your Background report.

<http://qualifiedfirst.verifiedcredentials.com>

Thank you for being a QualifiedFirst customer!

QualifiedFirst Support Team

Text example-



FRM:noreply@verifiedcredentials.com
MSG:Molly - Your background report is complete. You must review your report by logging into <http://qualifiedfirst.verifiedcredentials.com>
(End)

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.