PACT COMPLIANCE

PREPARED FOR
Sample College of Health Sciences · Nursing (ADN)
EXAMPLE

STUDENT REGISTRATION GUIDE

Get cleared for clinicals in 3 to 5 minutes.

Your program uses Pact to keep your clinical requirements in one place: shots, TB, CPR and the rest. Register once from your phone, upload each item, and Pact checks every upload and reminds you before anything expires. Follow the six steps below.

YOUR PROGRAM	YOUR PACKAGE CODE
Nursing (ADN)	**SCHS-ADN-2026**
Sample College of Health Sciences	Your school covers your account. Enter this in step 2.

Six steps to register

ABOUT 3 TO 5 MINUTES

1. **Open the sign-up page**
   Scan the QR code below, or go to **portal.pactcompliance.com/schools/register** on your phone or a computer. Nothing to install.
2. **Enter your package code**
   Type the code in the blue box exactly as shown. Your school covers your account, so you won't be asked to pay. No code? Choose **I'll pay by card**: $30, one time.
3. **Enter your details**
   Use your **legal first and last name**, exactly as it appears on your shot records and ID, plus your email, mobile phone and student ID.
4. **Make your sign-in**
   Pick a username and password. Read the release, sign with your name and tap **Submit**.
5. **See your checklist**
   Your program's list opens with your next step on top. Each item says what to upload and what's accepted.
6. **Upload from your phone**
   Tap **Scan with your camera**. Pact straightens the photo and turns it into a PDF. Each upload is checked, and you're told exactly what to fix if anything is off.

YOUR CHECKLIST (SAMPLE)

What you'll upload

Full immunization record	**One time**
MMR, varicella, hepatitis B (or titers)	**One time**
Tdap	**Every 10 years**
Flu shot	**Each flu season**
TB test	**Yearly**
CPR / BLS card	**Every 2 years**
Health insurance card	**Yearly**
HIPAA training (course available in Pact)	**One time**
Drug test (order in Pact)	**Before clinicals**
Background check (order in Pact)	**Before clinicals**

What you pay: nothing for your Pact account when your school gives you a package code. Without a code it's $30, one time, with no renewal fee. If your program requires them: drug test $40 (10-panel) or $50 (10-panel with alcohol), background check $35 (Standard) or $70 (Premium). You see each price before you pay. Your program sets your real checklist; it may differ from this sample.

SCAN TO REGISTER

Go straight to sign-up

Opens portal.pactcompliance.com/schools/register. Then follow the six steps above.

SCAN FOR THE WALKTHROUGH

See every screen first

A step-by-step walkthrough with pictures of each screen, so you know exactly what to tap.

BEFORE YOU UPLOAD

Names must match
Use the same legal name on every document and your account.

Whole page in the photo
Flat, bright, all four corners showing. No cut-off edges.

One item at a time
Upload each document to its own checklist item.

Watch your email
Reminders come 30, 14 and 7 days before anything expires.