



HOW IT WORKS

Document Management System

Keeping track of student documents such as immunization records, release forms, or proof of insurance can be unmanageable when processing hundreds or even thousands of students over a short period of time. Validity's Document Management System stores and tracks these records through a simple, mobile-compatible dashboard.

START

1.

Institution Admin gives Validity the student roster, list of tasks, and any specific instructions for completion.



2.

Validity creates and customizes a DMS account for the institution's program based on the provided setup documents.



3.

Each student is sent a link to access the DMS portal.



4.

Student uses the link to log on to the DMS portal, where they may view their **Task List**. *Students receive email as tasks or documentation are about to expire.*



5.

Student compiles and uploads required data and documentation to DMS.



6.

Validity reviews uploaded data and documentation then marks "Complete" when requirements are satisfied. *If a task item cannot be successfully completed with the information provided, students will receive an email notice.*



Admin may access the system to view a report of students in the program and the status of their tasks, using the **Reports** tab.



7.

END

DMS Portal

Administration may use the DMS portal to post announcements and documents for the student(s) in their program



Sharing Documents

Students may use the **Share My Documentation** tab to send any or all of their uploaded documentation to a third party of their choice via secure email. A secure, embedded link is included in the email, which contains a condensed file of the selected documents. This file expires after 72 hours for security purposes.



The student can also send the condensed file of the selected documentation back to themselves for easier storage of their own documentation. The link expires after 72 hours.



Client Testimonial ★★★★★

"The Validity DMS service has been a blessing for our Nursing programs here at Webster University. We have almost 200 students and only one person who tracks their program requirements. This is a very serious task and now with the help of the Validity DMS service I am able to focus more on the other duties my position entails, without having to worry about the requirements and if they are being checked and correctly submitted. DMS service does all of this for us and we are very thankful to have the Validity team working with us to better streamline this portion of our program."

Gabrielle Halley
Department Representative, Webster University