

# Scanning Documents for Immunization Records

*\*Please note: To submit your scanned documentation using the Immunization Submission Site, you must be using one of the following compatible web browsers:*

Microsoft Internet Explorer 11 and higher

Google Chrome 40 or higher

Mozilla Firefox 35 or higher

Opera 25 or higher

Apple Safari 7 or higher

## Method 1: (Using regular flatbed scanner)

1. Take document to a location that has a scanner
  - o Resources on ISU campus:
    - **139 Durham Center**
    - **Parks Library**
      - First floor in the southwest corner of the Learning Connections Center
      - Vet Med Library
      - Design Reading Room
2. Scan the document by positioning the document onto the area of flat glass and push the **scan** button (*Contact staff if assistance is needed*)
3. Scanned immunization document **must** be one of the following file types: PDF, GIF, JPG, PNG or TIF.
4. Once the document has been scanned, you will need to have it delivered to your personal computer. There are a few ways this can be done:
  - a. You can plug in your USB Flash Drive into the computer and save the document on the USB Flash Drive. You can then take the flash drive home and copy the document to your computer.
  - b. You can email yourself the document if you use online email services (Yahoo Mail, Gmail, Cymail, Hotmail). You can access the document from home and download it to your computer from there.
5. After you download the file to your computer, you can log into the Immunization Submission Site and attach your scanned document.



To access the Immunization Submission Site:

1. Log into **AccessPlus**
2. Click on the **Student tab** in the top right.
3. Click on **Student Health Ctr** in the left navigation bar.
4. Click on **Immunization** in the left navigation bar.
5. Click the Continue Button.
6. When you get to the page where it asks for a supporting document, you may click on **“browse your computer”** to find the digital version of the document you downloaded. Click OK to upload it to our system.

**Turn the page over for “Method 2: (Using mobile app)”**

## Method 2: (Using mobile app)

You also can choose from several free mobile apps to scan and email yourself documents.

### Android:

- Document scanner
- Cam Scanner
- Droid Scan Pro PDF
- Scan to PDF

### iPhone/iPad:

- Genius Scan
- HelloSign
- Scan Pages



1. Make sure you have an email account set up on your smart phone that you can also reach from your home computer.
2. Download and install one of the apps listed above.
3. Use the apps to “scan” your document, and save it to your phone’s storage (Actual steps depends on application used).
4. Scanned immunization document **must** be one of the following file types: PDF, GIF, JPG, PNG or TIF.
5. You can either upload the document directly to the Immunization Submission Site from your phone or email yourself the scanned document as an attachment via the email address you have set up on the phone.
6. To email yourself, your email application may have different steps.
  - i. **For the iPhone/iPad** - If document is saved in “**Camera Roll**,” click on the document. In the bottom left hand corner, click on the arrow and select “**Mail**.” Compose a new email to yourself and attach the image. (See Figure 1)
  - ii. **For the Android** – Compose a new email. Enter the recipient in the “**To**” field, and then push “**Menu**” button. Touch “**Add attachment**,” and insert the document from your phone’s storage to the email. (See Figure 2)
7. Open up the email on your home computer and download the attachment.
8. After you download the file to your computer, you can log into the Immunization Submission Site and attach your scanned document.



Figure 1

To access the Immunization Submission Site:

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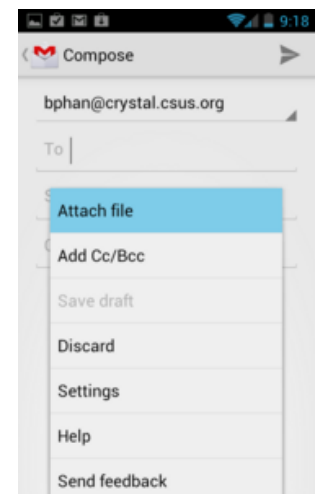


Figure 2