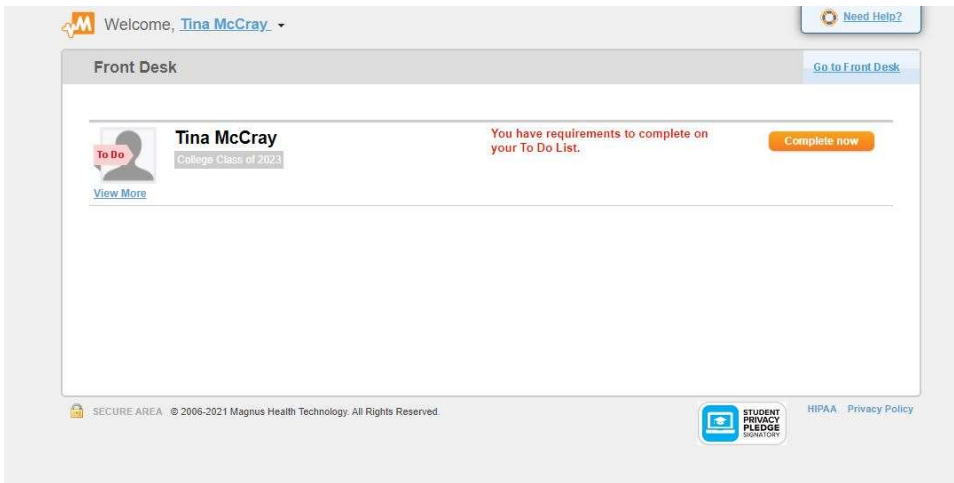
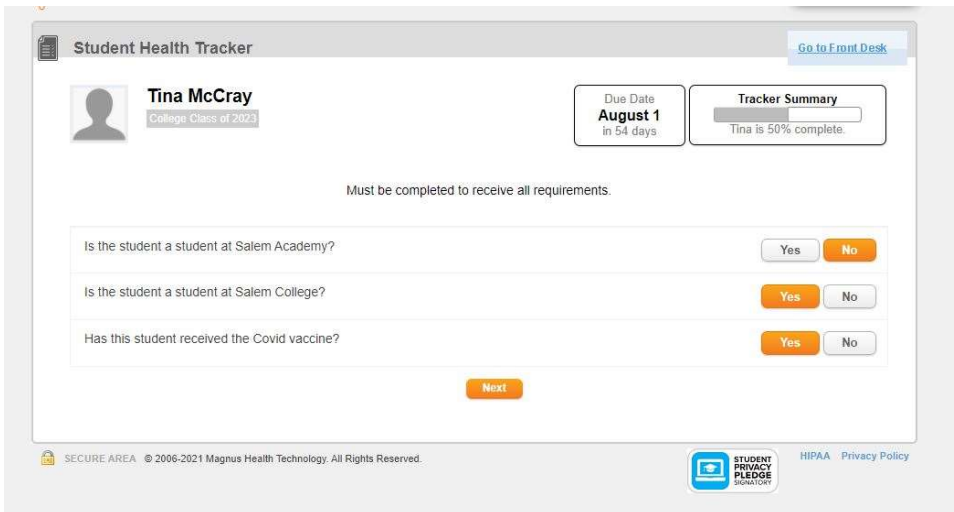


## Instructions for How to Upload COVID-19 Vaccine Records to Magnus

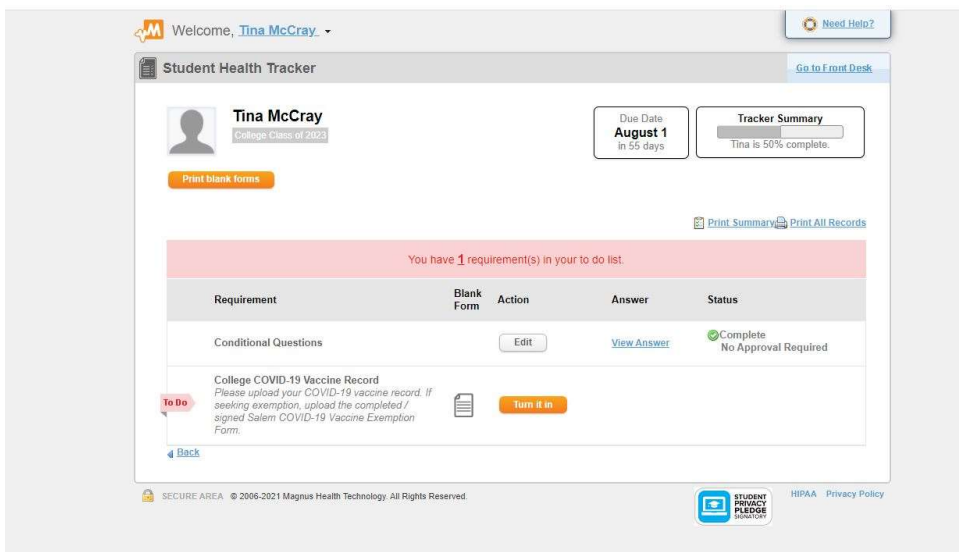
Log in to Magnus (from the welcome email you received from Magnus). You will be presented with your Front Desk Page. Click on “Complete Now” and it will open your Student Health Tracker.



Next, complete the Conditional Questions shown below with your responses. Then hit “Next.”



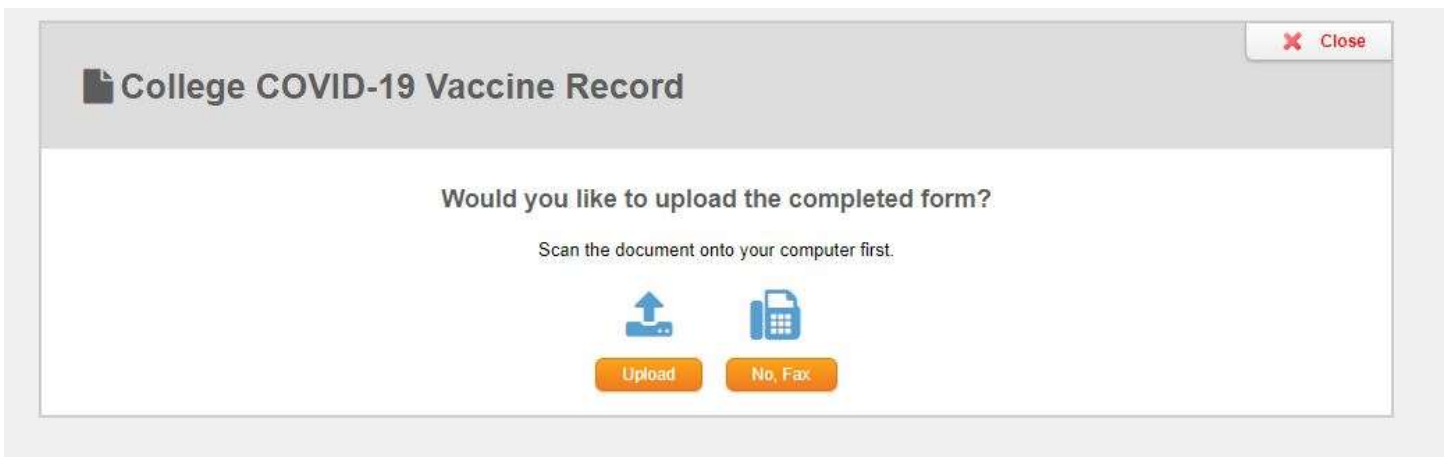
To upload your COVID-19 Vaccine Record (or COVID-19 Vaccine Exemption Form), select “Turn it in” next to College COVID-19 Vaccine Record on the main Student Health Tracker page.



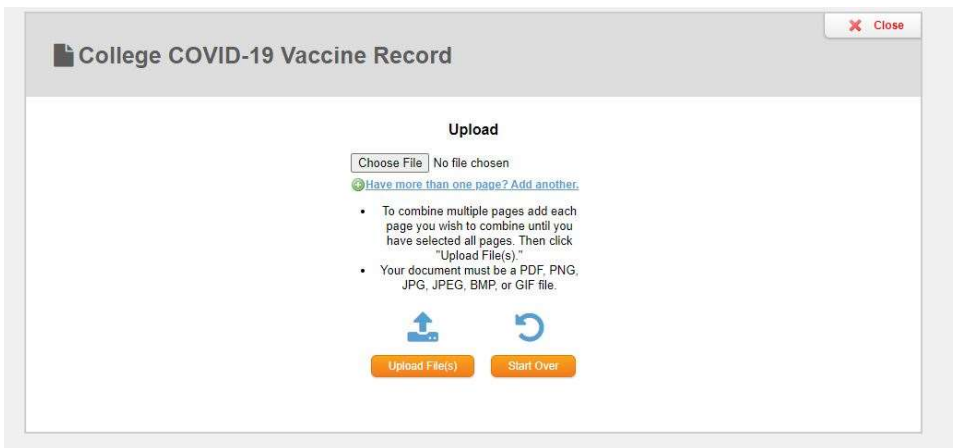
It will present you with the following screen. Select “Yes, Submit” for next steps in the upload process.



It will present you with the following screen. Select “Upload” for next steps in the upload process.



Then you will see the following screen. Select “Choose File” to upload a picture or scan of your vaccine record that is saved on your computer / device. Adjust the picture or scan as needed so that it can be seen and read.



After you have chosen your file to upload from your computer / device, select “Upload File(s).”

Then you should see the Saved Successfully screen and you can choose Close.

Saved Successfully

Close

Once you select Close, it will take you back to your Student Health Tracker where you should see everything is Complete and ready for review by Salem.

The screenshot shows the 'Student Health Tracker' interface for Tina McCray, a College Class of 2023. The page includes a 'Tracker Summary' box stating 'You are complete!'. Below this is a table with columns for Requirement, Blank Form, Action, Answer, and Status. The table lists two requirements: 'Conditional Questions' (Complete, No Approval Required) and 'College COVID-19 Vaccine Record' (Complete, Pending School Approval). A 'Print blank forms' button is visible on the left. The footer contains a 'SECURE AREA' notice, copyright information for Magnus Health Technology, and a 'STUDENT PRIVACY PLEDGE SIGNATORY' logo.

Requirement	Blank Form	Action	Answer	Status
Conditional Questions		<a href="#">Edit</a>	<a href="#">View Answer</a>	Complete No Approval Required
College COVID-19 Vaccine Record <i>Please upload your COVID-19 vaccine record. If seeking exemption, upload the completed / signed Salem COVID-19 Vaccine Exemption Form.</i>		<a href="#">Edit</a>	<a href="#">View answer</a>	Complete Pending School Approval

Should you have questions about this process, please contact the IT Help Desk for support at [help@salem.edu](mailto:help@salem.edu).