Magnus Form Submission
for documents that require you to "turn it in"

*PDF files are the easiest for the system to read. Png, jpeg, jpg, bmp and gif will also be accepted

The Person Health Record Mobile App
- Please see below for the easiest way to upload your documents. This app allows you to upload directly from your smartphone.

Scan and Upload
- Scan your documents to your computer
    - You can use a regular scanner or the Camscanner App on your smartphone. By using this app you can save your documents as a PDF. No need to pay for the upgrade, the free version will work for your needs!
- Save documents as either a PDF, png, jpeg, jpg, bmp or gif
    - PDF is best
- Within Magnus Health
    - Select **Complete Now** next to your child's name to access their **To-Do List**.
    - Once you have completed, scanned, and saved the document to your computer, you can choose **Turn it in** located in the action column of the requirement.
    - Select **Yes, submit**
    - Select **Upload**
        - Choose **Browse** to select the saved document. If you have more than 1 page to submit simply select "***have more than one page? Add another***". This will allow you to add additional pages. After you have chosen all the pages for this requirement, select **Upload File(s)**.
    - You will see a **Saved Successfully** confirmation on the next screen.

Fax your documents to Magnus
- We DO NOT recommend this option. It takes 2-3 days after you fax your requirements to Magnus for them to show on your account.
- You must include your cover sheet (from the Magnus Health Portal). This tells Magnus where your documents need to be uploaded within your account.
- Please ensure you submit the appropriate cover sheet for each of your child's requirements.

The Personal Health Record (PHR) Mobile App

The robust Magnus PHR mobile app allows parents to submit their student forms right from any 'smart' device at no cost! No more scanning... no more faxing... and no more mailing health records. This new app allows parent users to simply take a photo of health forms with any smartphone, and to upload them directly into their Magnus account.
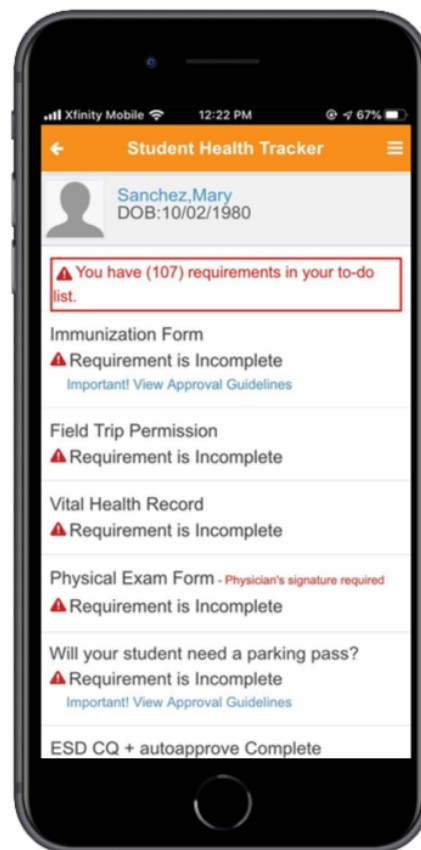
Parents can complete all requirements, fill in student health data, and receive app notifications from the school regarding their students all on their phone! These secure notifications keep parents abreast of health center visits, medication administration, or even a missing form for an upcoming field trip.

▶ Parents Using the PHR Mobile App Can:

- Complete health data requirements seamlessly & on time with just a few clicks.
- Have "Forever" access to student health information, securely stored in the Magnus portal.
- Avoid having to contact the school for health forms post-graduation.

▶ How to Download & Setup the PHR App

1. Log into Magnus as you normally would for your school. For most, this means logging into your school website and navigating to the Magnus Login button.
2. Hover over your name within Magnus (top left of screen).
3. Choose "Change Credentials".
4. Create a Username & Password that only you know and will remember. This username/password combination will be used as your PHR mobile app login only.
5. Download the "Magnus Mobile V2" App from the Apple Store or the Google Play store, and log in using your newly created username & password.

Student Health Tracker

Sanchez,Mary
DOB:10/02/1980

⚠ You have (107) requirements in your to-do list.

Immunization Form
⚠ Requirement is Incomplete
Important! View Approval Guidelines

Field Trip Permission
⚠ Requirement is Incomplete

Vital Health Record
⚠ Requirement is Incomplete

Physical Exam Form - Physician's signature required
⚠ Requirement is Incomplete

Will your student need a parking pass?
⚠ Requirement is Incomplete
Important! View Approval Guidelines

ESD CQ + autoapprove Complete

Contact the Magnus Help Desk today with any questions you have regarding your Magnus Account!

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