Saint Mary's SCHOOL

Binder Health Center

How to Upload Student COVID-19 Vaccination Cards into Magnus

Magnus Health allows multiple documents to be uploaded, including your daughter's COVID-19 vaccination card. This can be done under the "NC Immunizations Form" document.

Even if there is a Green Check ✔ next to it, indicating you have already submitted your forms, **you may still add additional documents.**

Please follow these steps:

- Login to Magnus Health
- Next to the "NC Immunization Form" click "edit"
- Click "Yes, continue"
- Click "Yes, submit"
- Click "upload"
- Click "choose file"
- Select your file (your covid card) from your PC or laptop location
- Click "Upload file"

Screen shots of this step-by-step instruction are below.

Because this is so important, if you have any difficulty with the system, as a last resort, you may attach a PDF or image of the card in an email addressed to nurses@sms.edu. Please use this option only if you are unable to upload the card yourself.
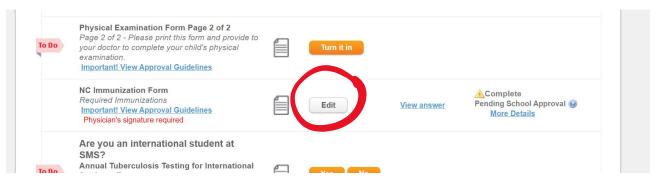
Thank you.

Sincerely,

Nurse Holmes, RN
Director of the Binder Health Center
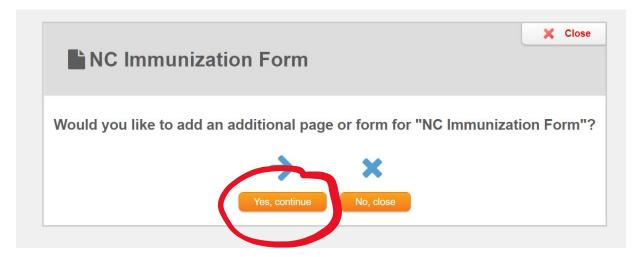
Nurse Conklin, RN, MSN

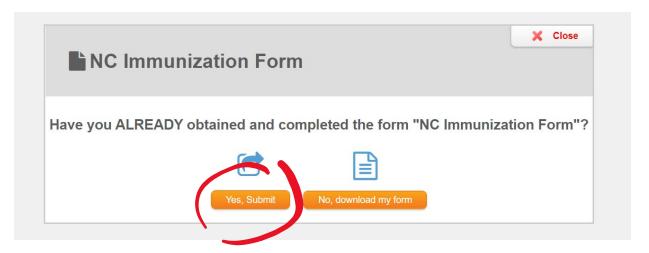*Please refer to the following pages for step-by-step instructions with detail images.*

1. Log in to Magnus to view requirements
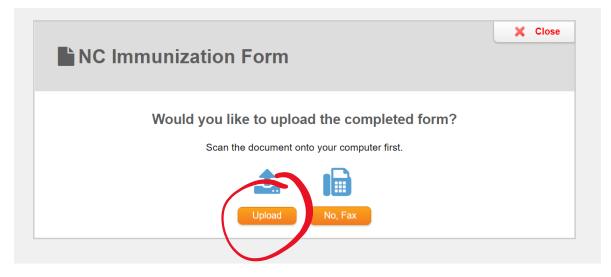2. Find "NC Immunization Form" requirement
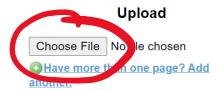3. Click "Edit"

4. Click "Yes, Continue"

5. Click "Yes, Submit"

6. Click "Upload"

7. Click "Choose File"

8. Pick a file from your phone or computer to upload (can be a photo or a scan)

9. Click "Upload File"

NC Immunization Form

Upload

Choose File darby.jpg

⊕Have more than one page? Add another.

- To combine multiple pages add each page you wish to combine until you have selected all pages. Then click "Upload File(s)."
- Your document must be a PDF, PNG, JPG, JPEG, BMP, or GIF file.

Upload File(s)   Start Over

10. Click "Close"

Saved Successfully

Close