

Instructions for Uploading Documents:

Step #1: Scan and save your documents individually to your local computer. This is completed outside of Online Student Health using your scanner software. If you are uploading multiple documents, you will need to scan and save each document as a separate file on your local computer. For example, if you are uploading a copy of your insurance card and your immunization record, you need to scan and save each one as a separate file. **Be sure your file names do not include any special characters and the file size does not exceed 4mb.**

Step #2: Using the 'Upload Files' section below, choose the document you are uploading in the 'Choose document' drop down menu.

Step #3: Select browse, and locate the file on your local computer.

Step #4: Select attach. The document will be listed in the grid below as a confirmation that the document was added to the queue. If you made a mistake you may delete the file from this grid.

Step #5: Repeat Steps #2 though #4 for each document you are uploading.

Step #6: Select Upload. All the documents you have chosen to attach will appear in the grid below the Upload Files section as a confirmation they were successfully uploaded.