



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,

A handwritten signature in blue ink, appearing to read "Nurse Holmes".

Nurse Holmes, RN
Director of the Binder Health Center

A handwritten signature in blue ink, appearing to read "Nurse Conklin".

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"

The screenshot shows a list of tasks in a web interface. The first task is "Physical Examination Form Page 2 of 2" with a "Turn it in" button. The second task is "NC Immunization Form" with a document icon, an "Edit" button circled in red, a "View answer" link, and a "Complete Pending School Approval" notification. The third task is "Are you an international student at SMS?" with a "Yes" button. The fourth task is "Annual Tuberculosis Testing for International" with "Yes" and "No" buttons.

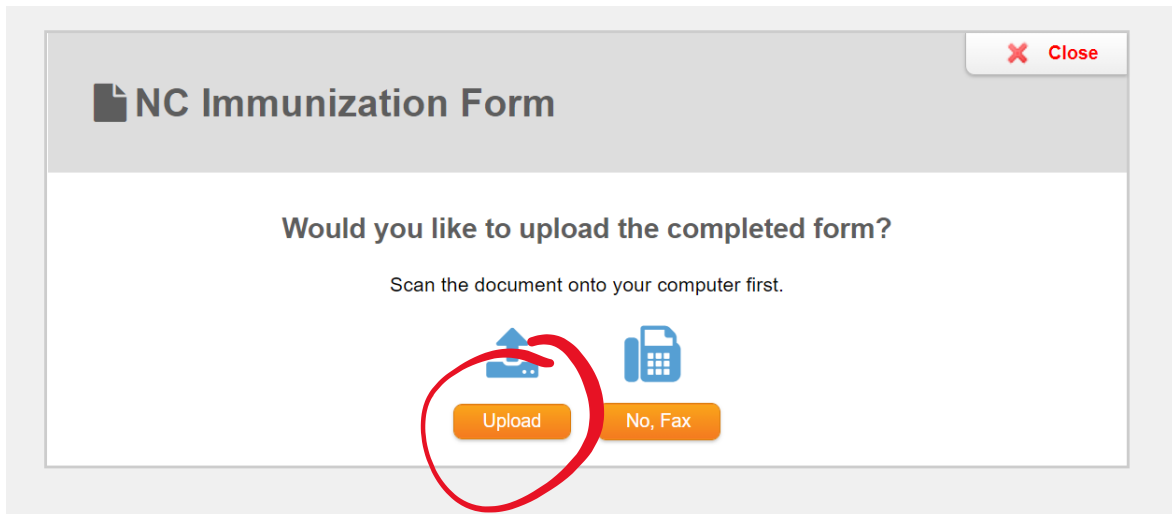
4. Click "Yes, Continue"

The dialog box is titled "NC Immunization Form" and contains the question: "Would you like to add an additional page or form for 'NC Immunization Form'?" Below the question are two buttons: "Yes, continue" (circled in red) and "No, close". There are also blue arrows above the buttons pointing towards each other.

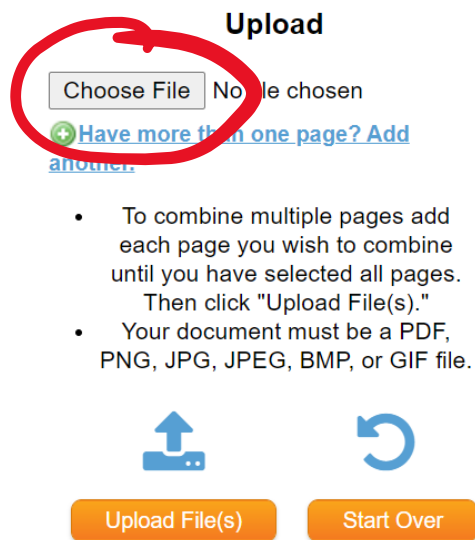
5. Click "Yes, Submit"

The dialog box is titled "NC Immunization Form" and contains the question: "Have you ALREADY obtained and completed the form 'NC Immunization Form'?" Below the question are two buttons: "Yes, Submit" (circled in red) and "No, download my form". There are also icons above the buttons: a refresh icon above "Yes, Submit" and a document icon above "No, download my form".

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

Close

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.



10. Click "Close"

Saved Successfully

Close