

Scanning Registration Documents

REGISTRATION INFORMATION: ANDROID USERS

Documents for student enrollment are now required to be submitted electronically during the AIR enrollment process. If you do not have a scanner at home, please follow the instructions below to use your mobile device to submit documents.

1

OPEN GOOGLE DRIVE FROM YOUR ANDROID DEVICE

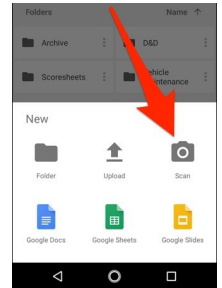
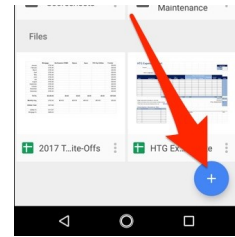
The easiest way to scan documents on an Android device is through Google Drive, which comes pre-installed on most devices. Open the app on your phone.



2

PREPARE YOUR DOCUMENT

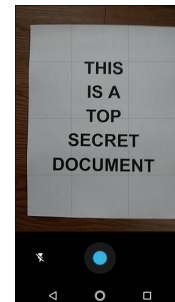
Tap the “+” icon in the bottom right corner of your screen to prep your document. When the menu slides up, select “scan”. Another window may pop asking asking for permission for Google Drive to use your phone’s camera. Tap “allow”.



3

BEGIN YOUR SCAN

When the scanner opens, fill your screen as much as possible with your document. Tap the blue capture button at the bottom of your screen to begin scanning. A preview of your scan will appear immediately after.



4

ADJUSTING YOUR SCAN

Tap the crop tool in the top right corner, and drag the blue dots to adjust the scanned area. Once you’ve done this, tap the checkmark in the bottom right of the screen to save. If you have more documents to scan, tap the “+” symbol to repeat step 3 and 4.



5

FINALIZING TO EMAIL

You can rename your document by tapping the three dots at the top right of your screen. Click the checkmark to save and upload to Google Drive. To email your file, tap the three dots next to the name of your document, and a menu will slide up. Tap “Send a Copy” to send the document to your email, save it as a PDF from your computer, and upload it into AIR.

