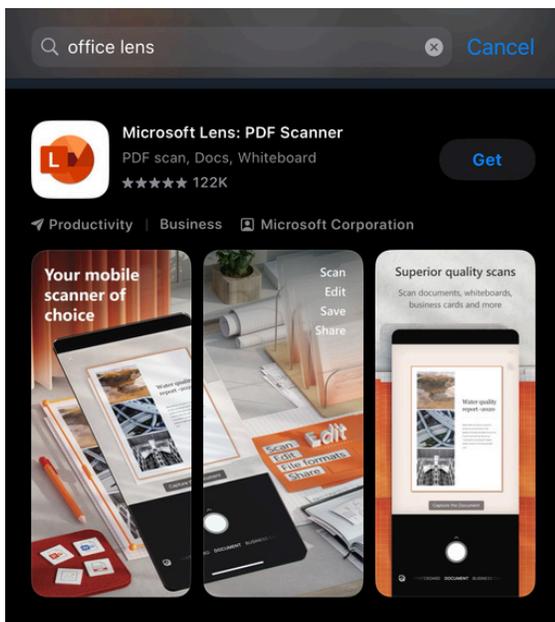


# Scanning Registration Documents from Your Mobile Device

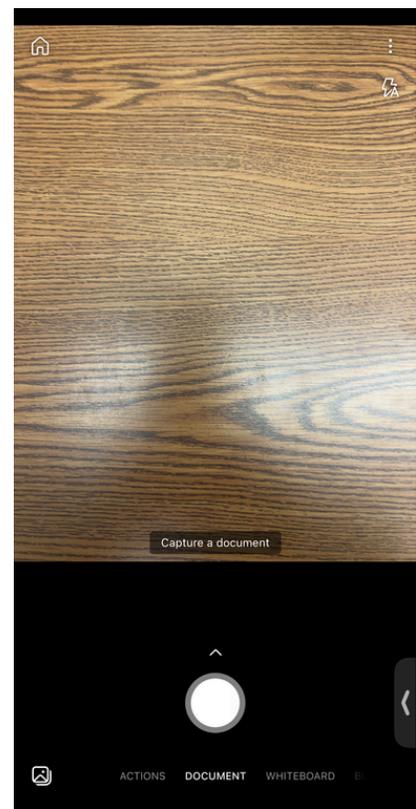
The Ewing Public Schools' virtual registration process is easy and convenient, allowing you to complete everything from the comfort of your home. While the application is submitted online, you may need to upload documents that are only available in physical form. These items include but are not limited to: parent/guardian photo IDs, birth certificates, medical records, copies of residency documents, and custody paperwork or other relevant court documents (if applicable).

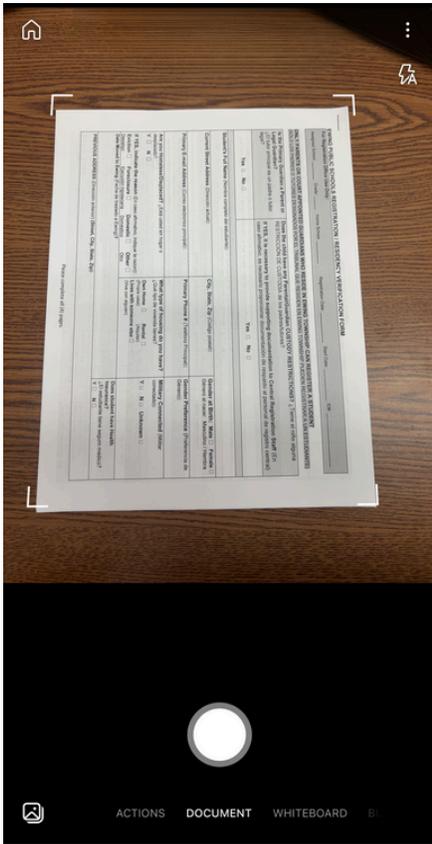


For parents/guardians who do not have access to a scanner at home but do have access to a smartphone or tablet, the District recommends downloading the **Microsoft Lens: PDF Scanner** app, which will allow you to scan documents straight from your device. Microsoft Lens can be found in the Apple App Store (at left) and the Android Play Store.

Once you have downloaded the app onto your device, open the app. The very simple application will ask to access your camera and then prompt you to begin scanning (as seen on the right). For scanning paperwork, make sure you have picked the "DOCUMENT" setting (this is the default).

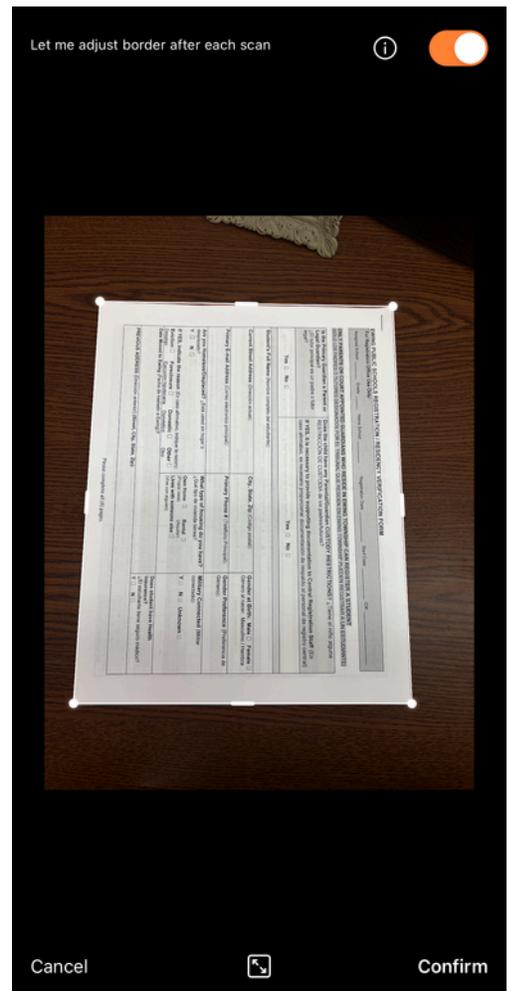
***TIP: POSITION YOUR DOCUMENTS ON TOP OF A FLAT, DARK, WELL-LIT SURFACE TO ENSURE LEGIBLE SCANS.***

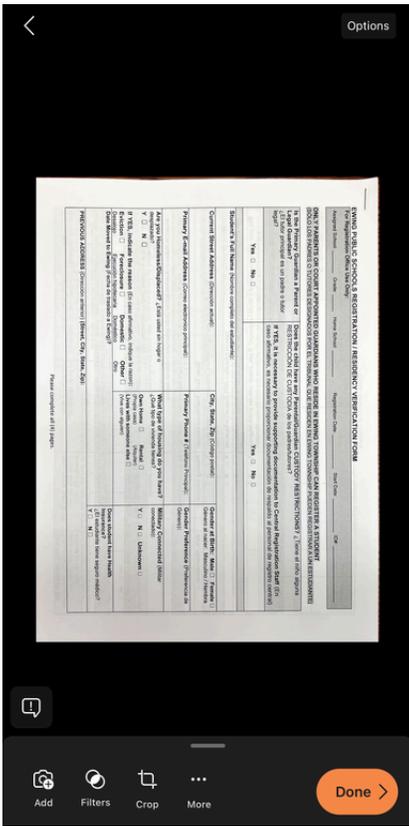




Place the document you want to scan on a flat surface and focus the camera on the document. The Microsoft Lens app will automatically detect the corners of your document. Once your document is aligned within the corner markers, tap the button to capture a photo of your document.

The Microsoft Lens app will then place a white border around your document. If your entire document is not included within this border, adjust the borders to align with the edges of your document using either the white squares in the corners or the white rectangles along each side. Tap 'Confirm' once the borders of your document are correct.





If your document has multiple pages, tap the camera with the plus sign icon in the bottom left corner of your screen to add additional pages. Once all document pages have been captured, tap the orange 'Done' button.

The Lens App will then give you multiple options on what format you want to save your scanned document. We recommend that you save your files as a PDF in a folder on your device so you can easily access them within the Genesis Parent Portal.

