

Healthy Roster: How to Update Forms (Easiest way)

Step 1: Download Healthy Roster App for mobile phones

**Step 2: Sign in under the appropriate account that you wish to update
Make sure you are signing in as the correct student, if multiple**

Step 3: Navigate to the Documents tab

Step 4: Click on the '+' in the top right corner

Step 5: Click 'Select A Document Type'

Step 6: Select the document you wish to update

Step 7: Once the desired document is selected hit 'Next'

Step 8: Select an option from the drop down list

"Complete form"

"Scan Document With Camera"

"Take Photo"

"Choose Photo From Library"

"Select File"

**Step 9: Select which file type you would like to upload to update documents and
click 'Submit'**

Step 10: Repeat with all documents until completed