
Magnus Health

— How to upload records from
mobile device —

Step 1: Tutorial Video

Once routed into your Magnus account, you will see a tutorial video pop-up.

- If you choose to watch it, from your mobile browser, it will open in a second tab.
- If you do not want to watch the video simply select “Close”



agnushealthportal.com



Demo Student



Need Help?

Student Health Tracker

Wait! View this tutorial to learn how to use your account.



Don't show this window again.

Close

Blank Form

Action

Answer

Status



Click Here

Step 2: Student Health Tracker

Students will see only 1 requirement to complete. Choose the “Click here” button.



Demo Student

Summer 2020 Summer II

Tracker Summary

Alamo is 0% complete.

Due Date

July 3

 [Print Summary](#)  [Print All Records](#)


You have **1** requirement(s) in your to do list.

Meningitis Immunization or Exemption

[Important! View Approval Guidelines](#)

Physician's signature required

To Do

Blank Form 

Action

[Click Here](#)

Answer

Step 3: Submit

The next page that appears will ask the following question: Have you already obtained and completed one of the following documents?

- Students should have their proof of immunization with them or a photo of the record saved on their phones.

Since you have your immunization record, you will simply select “Yes, submit”.



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Close

Have you ALREADY obtained and completed one of the following documents?

- Proof of meningitis vaccination
- Medical exemption
- Reason of conscience

Yes, Submit

No, click for instructions to get started

Step 4: Upload

From the next screen, you will see the prompt to choose how you want to submit records to Magnus.

Select the option to “Upload” the record



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Close

Would you like to upload the completed documentation?

Upload

No, Fax/Mail

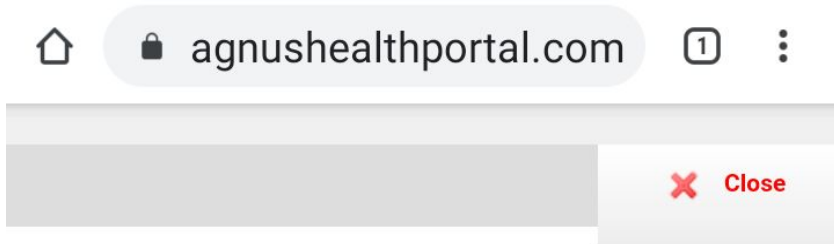
Scan the document onto your computer and upload it.

Step 5: Choose the file

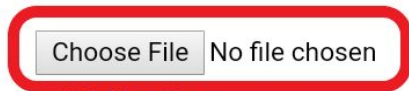
From the next page, you will be able to choose the file that you would like to submit for review by selecting “choose file” .

To add multiple images, simply select “Add Another”.

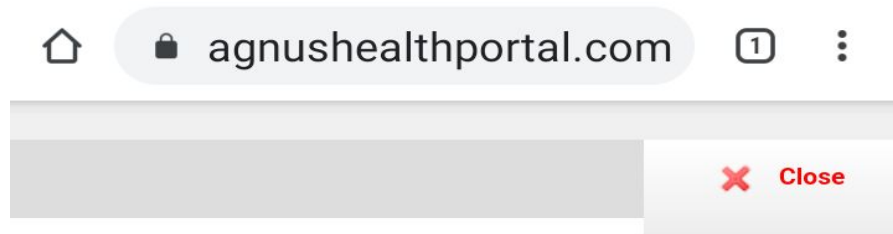
Choose the file you want to submit



Upload



Your document must be PDF, PNG, JPG, JPEG, BMP, or GIF file.



Upload

Choose File No file chosen



Your document must be PDF, PNG, JPG, JPEG, BMP, or GIF file.



***Adding multiple pages if needed

Step 6: Select the location of your file

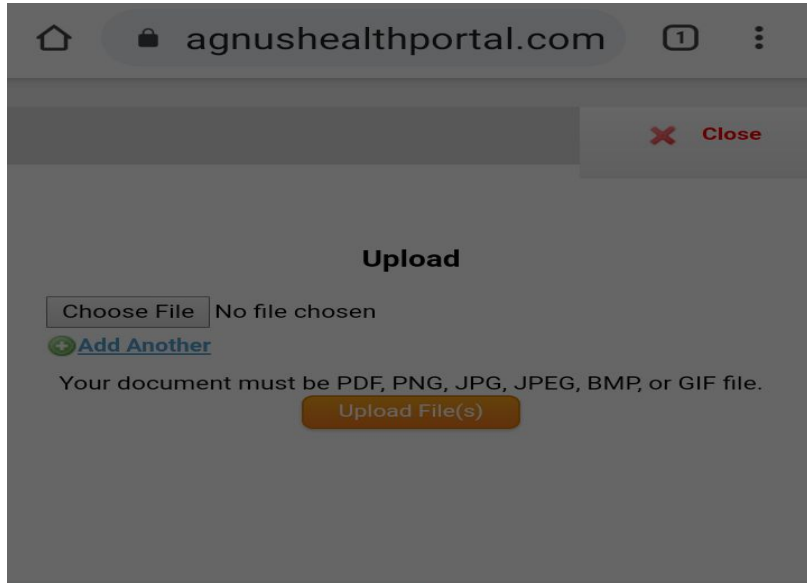
After selecting “Choose file”, you will then need to choose where on your device you want to select the files from. Locations like:

Camera - to snap a photo of your record

Library - to select an image that is already saved

Images vary depending upon the device used.

Android users



Choose an action



Camera

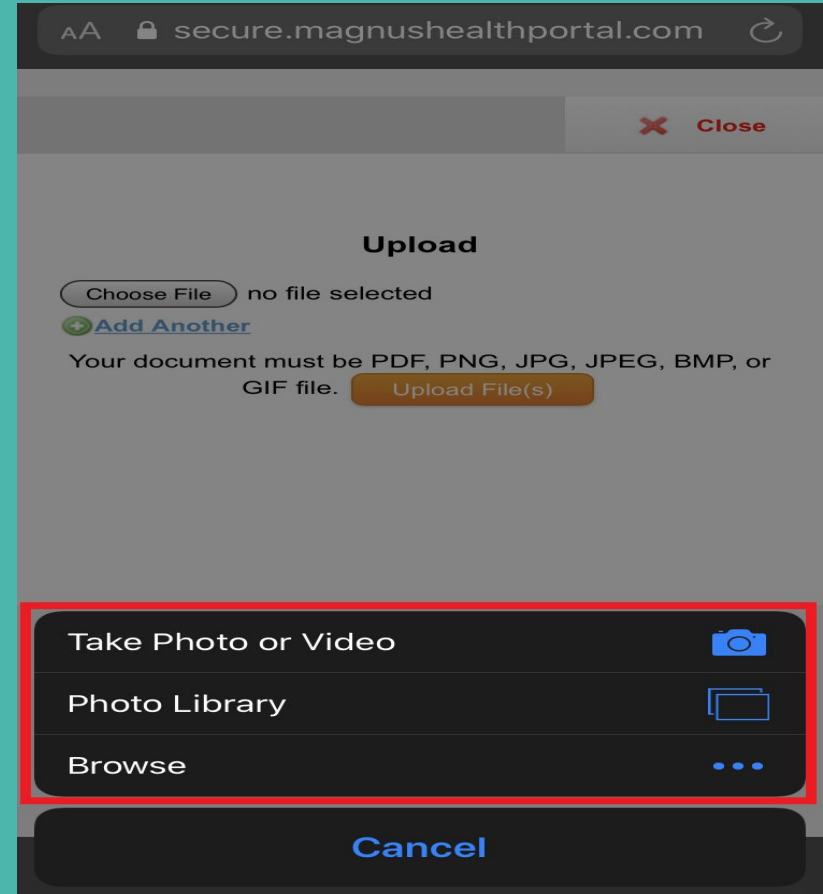


Camcorder



Downloads

iOS users



Take Photo or Video



Photo Library



Browse



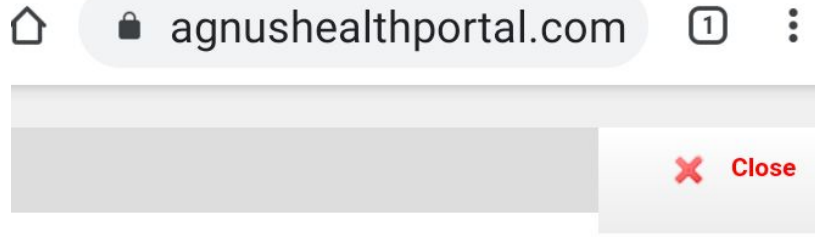
Cancel

Step 7: After selecting the file

Next you will need to choose “upload file” so that the images are in your Magnus account for review.

Images vary depending upon the device used.

Android users



Upload

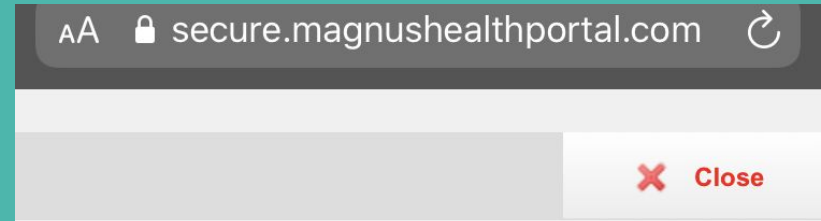
Choose File 15798016856...5606803.jpg

[+ Add Another](#)

Your document must be PDF, PNG, JPG, JPEG, BMP, or GIF file.

Upload File(s)

iOS users



Upload

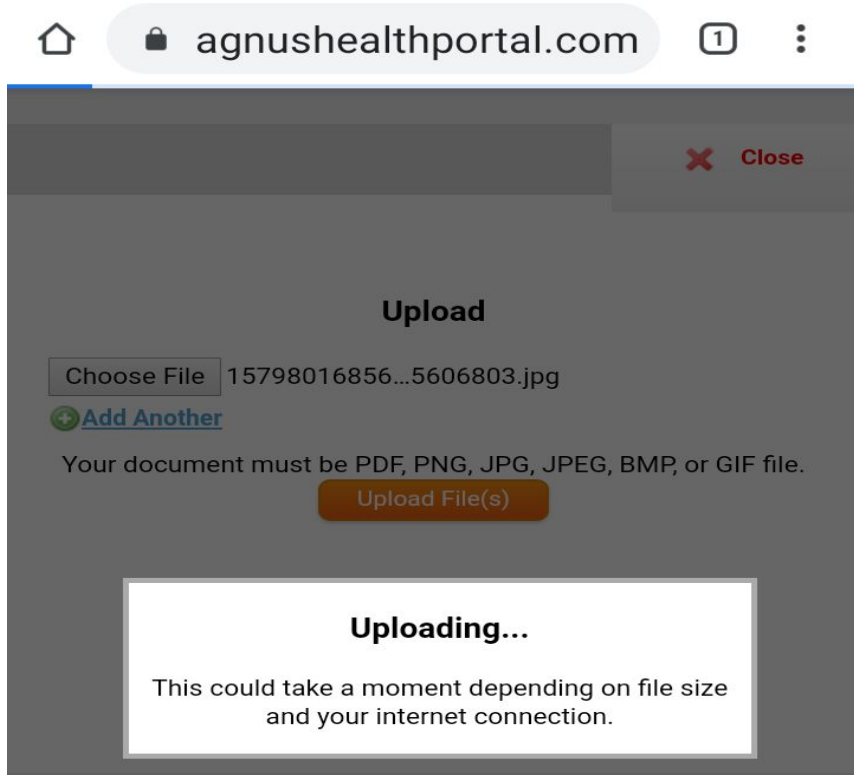
Choose File  1 photo

[+ Add Another](#)

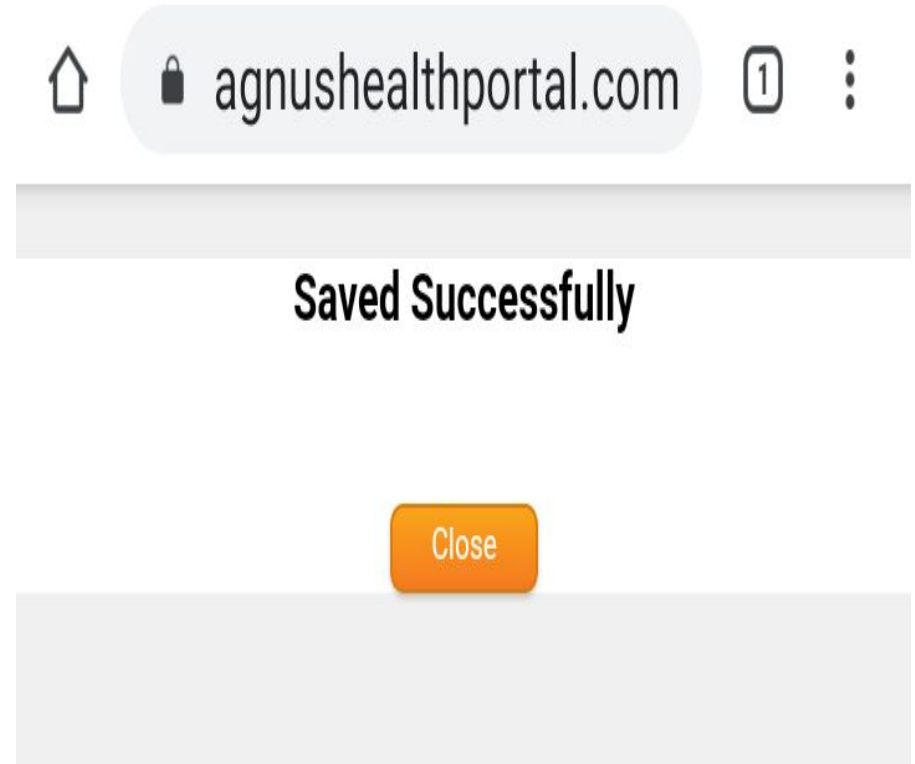
Your document must be PDF, PNG, JPG, JPEG, BMP, or GIF file.

Upload File(s)

Steps 8 & 9: Uploading and Saving the file



The screenshot shows a web browser window with the address bar displaying "agnushealthportal.com". A modal window is open with a "Close" button in the top right corner. The modal is titled "Upload" and contains a file selection area with a "Choose File" button and a text input field containing "15798016856...5606803.jpg". Below this is a "+ Add Another" link. A message states: "Your document must be PDF, PNG, JPG, JPEG, BMP, or GIF file." At the bottom of the modal is an "Upload File(s)" button. A white box at the bottom of the modal displays the text: "Uploading..." and "This could take a moment depending on file size and your internet connection."



The screenshot shows the same web browser window with the address bar displaying "agnushealthportal.com". The modal window is now closed, and the page displays a large "Saved Successfully" message in the center. Below the message is an orange "Close" button.

Step 10: Complete

Status will reflect: Pending
Requirement: You are done!
Then LOG OUT!

The screenshot shows the agnushealthportal.com website. The user is logged in as "Alamo Demo Student". A dropdown menu is open, showing "My Profile" and "Logout" (circled in red). The user's profile information includes "Alamo Demo Student" and "Summer 2020 Summer II". A "Tracker Summary" box is highlighted with a red circle, showing "You are complete!" and "Due Date July 3". Below this, there is a section for "Meningitis Immunization or Exemption" with a note "Physician's signature required". At the bottom, there is a table with the following rows:

| | |
|------------|--|
| Blank Form | |
| Action | Edit |
| Answer | View answer |
| Status | Complete Pending Approval (circled in red) |

At the bottom of the page, there are logos for "SECURE AREA", "STUDENT PRIVACY PLEDGE SIGNATURE", "TRUSTe Certified Privacy Powered by TrustArc", and "HIPAA Privacy Policy".

Have additional questions??

The review process takes 1 -2 business days.

Students will **ONLY** receive a notification from Magnus if their record is **rejected**.

Students can check the status of their account at **anytime** by logging into their Magnus account.

Contact Magnus Health Help Desk:

Phone: 877-461-6831

Email or Chat: <https://magnushealthsupport.force.com/s/>