

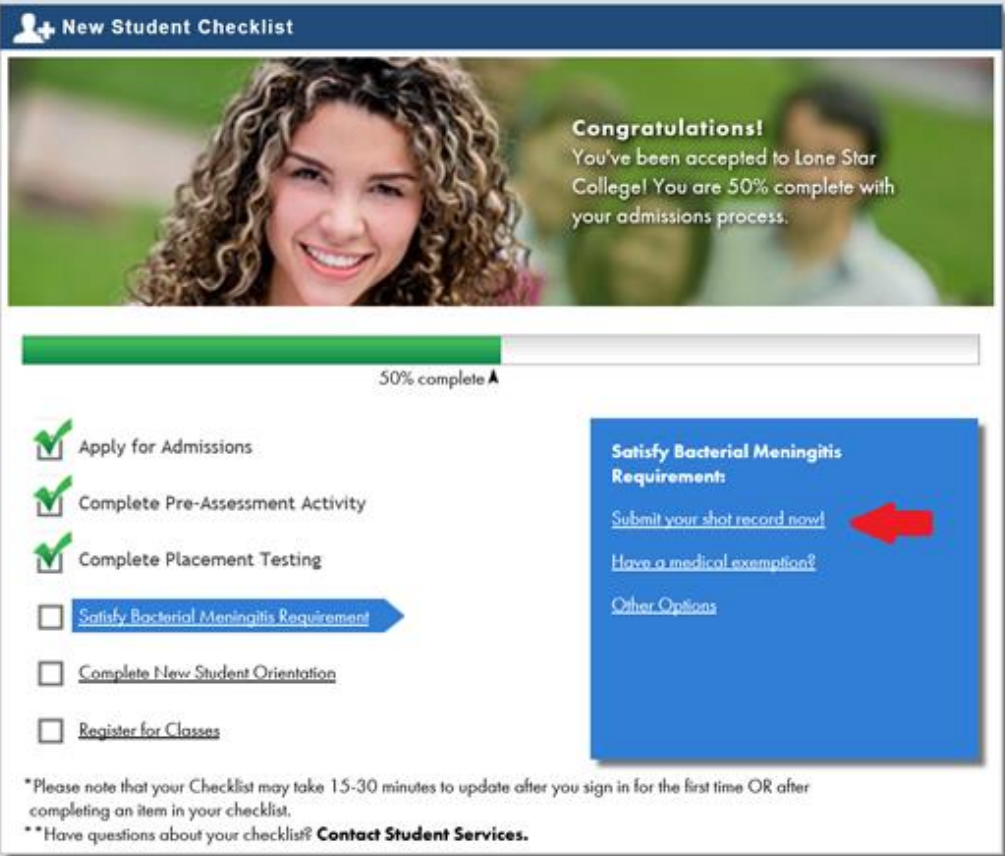


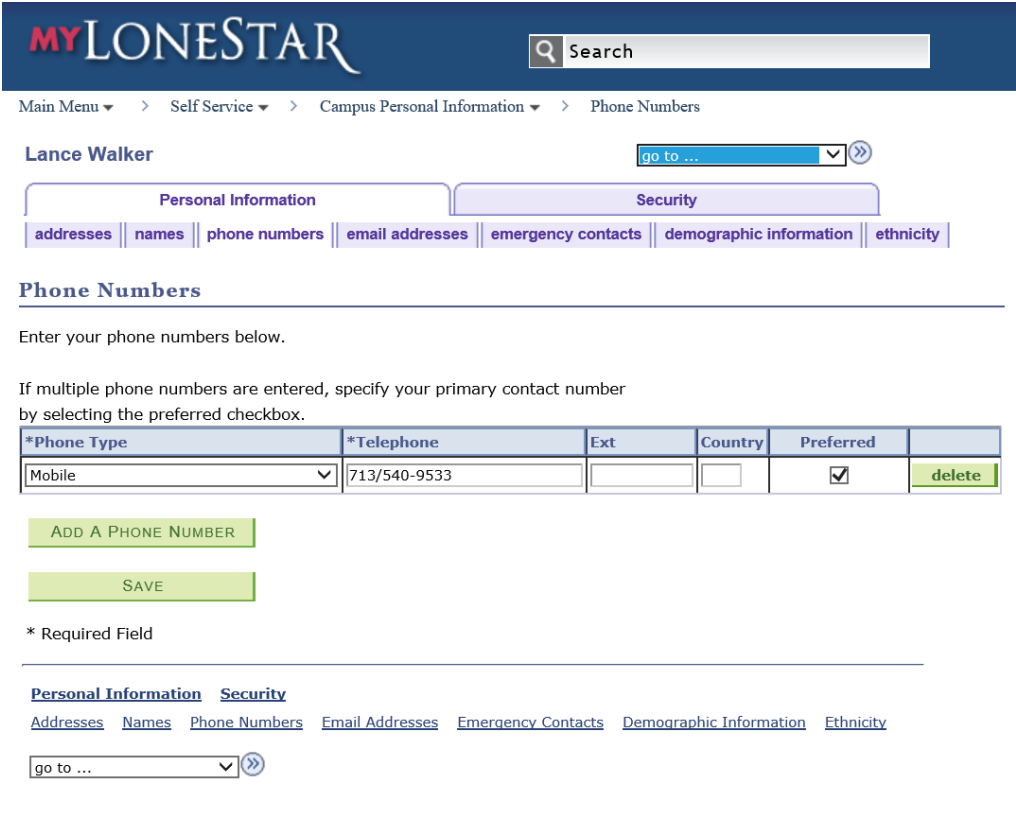
Setting up a Magnus Student Medical Record Account


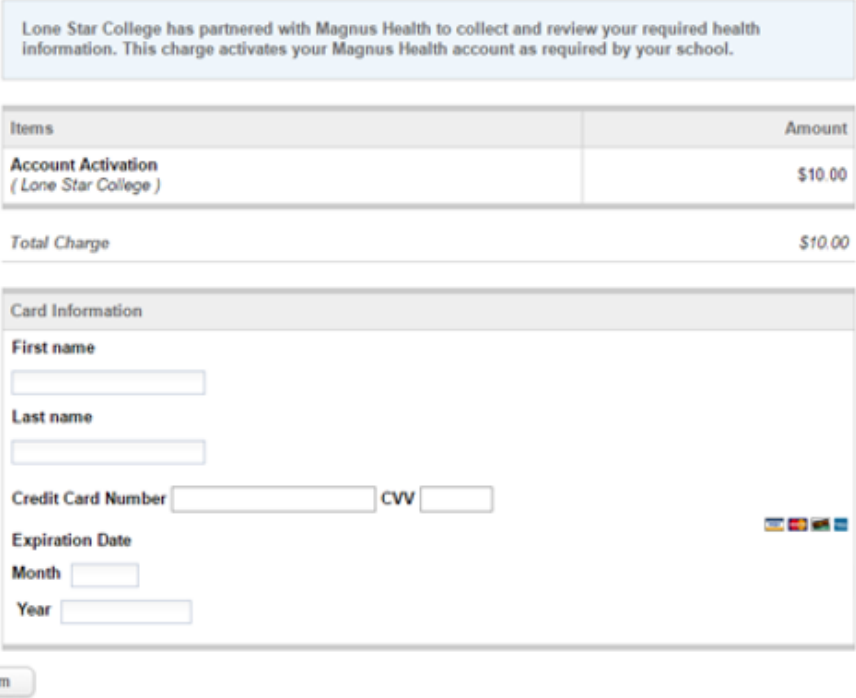
Lone Star College has partnered with Magnus Health Student Medical Records (SMR), an electronic system for tracking and storing the bacterial meningitis immunizations and medical exemptions. All bacterial meningitis vaccination or exemption documentation must be submitted through Magnus Health SMR. Magnus Health SMR student accounts are only accessed within [myLoneStar](#).

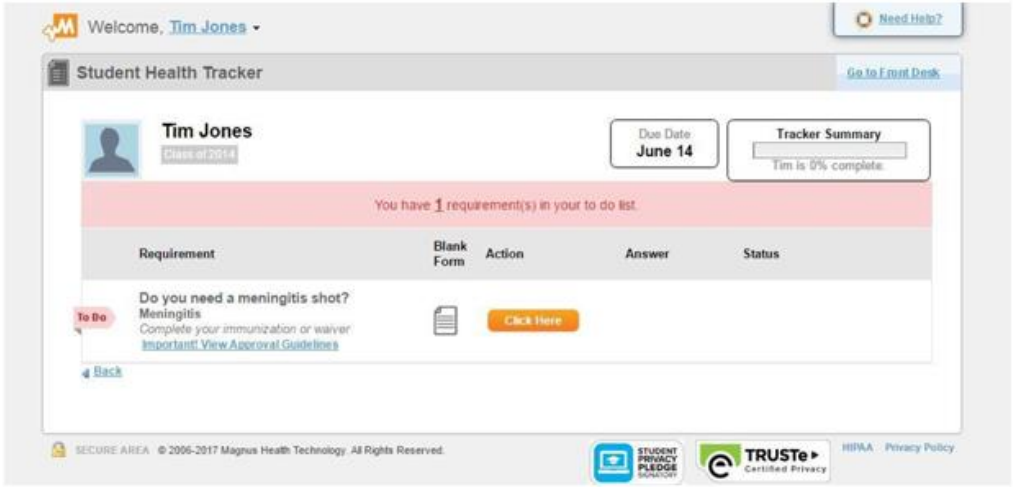

Procedure




Step	Action
1.	Navigate to LoneStar.edu in your browser (Internet Explorer, Mozilla Firefox, Safari, etc.) to access the Lone Star College website.
2.	Click on the myLoneStar hyperlink: 
3.	Enter your username and password. Click the Submit button.  <p>If you do not know your username or password, you can contact the OTS Service Desk at 832/813-6600.</p>

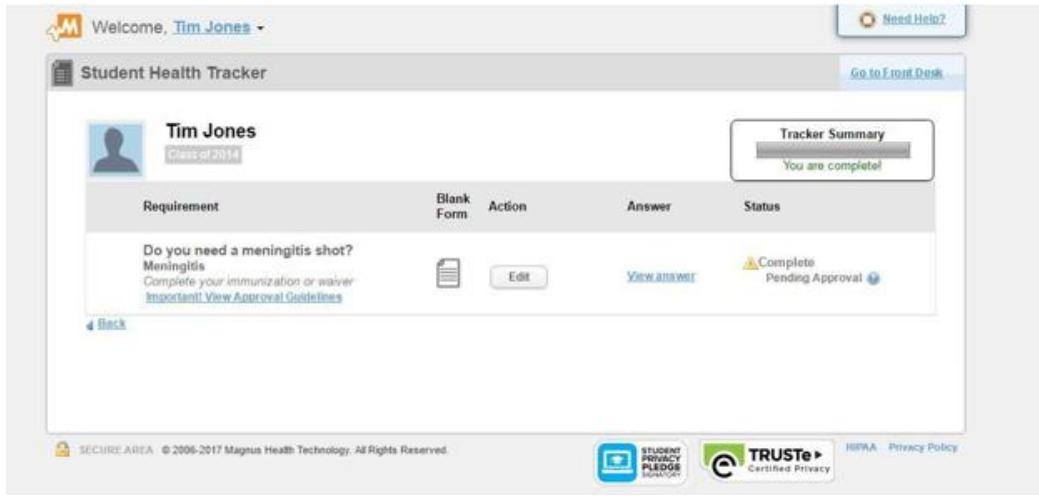
Step	Action
4.	<p>The New Student Checklist page is displayed.</p> <p>Click on Satisfy Bacterial Meningitis Requirement hyperlink. This will open a box to the right where you can click the Submit your shot record now! hyperlink.</p>  <p>*Please note that your Checklist may take 15-30 minutes to update after you sign in for the first time OR after completing an item in your checklist. **Have questions about your checklist? Contact Student Services.</p>

Step	Action
5.	<p>When you click on the Submit your shot record now! link it takes you to the following:</p> <div style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <p>User Action Needed</p> <p>A preferred phone number cannot be found with your account and is required to continue.</p> <p>Please click here to update your account.</p> </div>  <p>Once you save on this page—where do you go??</p> <p>Something is missing—I am not seeing how you can get to the application.</p>

Step	Action
6.	<p>Verify your personal information is correct, if necessary, update the information.</p> <p>Click the checkbox to agree to Magnus Health's Terms and Conditions.</p> 
7.	<p>Click on the “Check Out” to submit the \$10 payment to set up your account and get instructions on how to submit your documentation. <i>Note: Effective March 1, 2017, the fee will increase to \$10.50.</i></p> 

Step	Action
<p>8.</p>	<p>Your Magnus account is now activated and can only be accessed from inside your StudentCenter in myLoneStar.</p> <p>When you log in to your Magnus account, you can submit proof of immunization or exemption against meningitis. Upon logging into your Magnus account, you will be able to watch the 90-second tutorial video. After closing out of the tutorial video, you will see that you have only one requirement to complete.</p> <p>Simply click the Click Here button.</p> 
<p>9.</p>	<p>On the next screen, you will be asked if you are now ready to submit documents to Magnus. Click the Yes, Submit button.</p> 

Step	Action
10.	<p>On the next screen, you will be able to choose your method of submission. If you would like to upload your document (except notarized affidavits), select the Upload option.</p>  <p><i>Upload:</i> The upload option will allow you to browse your computer or mobile device to choose the appropriate file that you desire to upload. If you have more than one page to submit simply select “Add Another”. This will allow you to attach another page. Please note: your file size must not exceed 5MB.</p>
11.	<p>After you have chosen your files, click the Upload File(s) button.</p> 
12.	<p><i>Fax/Mail:</i> If you desire to submit your documents by fax or mail you will need the bar-coded cover sheet specific to your Magnus account. Click the Yes, Download Coversheet to obtain your specific coversheet. The Magnus mailing address and fax numbers are located on the coversheet.</p> 

Step	Action
13.	<p>When your records have been successfully uploaded into your Magnus account, you will notice that your requirement now displays Complete, Pending Approval.</p>  <p>If your records are approved, your Magnus account will be updated and reflect this new status. At this time, your school is able to view this information. It is the responsibility of your school to remove any holds from your school account.</p> <p>If your records are rejected, you will receive an email indicating the reason for rejection. This information is also visible in your Magnus account.</p> <p>For questions, please contact the Magnus Help Desk at: 877.461.6831 or service@magnushealthportal.com.</p>
14.	<p>Congratulations! You have successfully completed the topic Setting Up a Magnus Student Medical Record Account.</p> <p>End of Procedure.</p>