



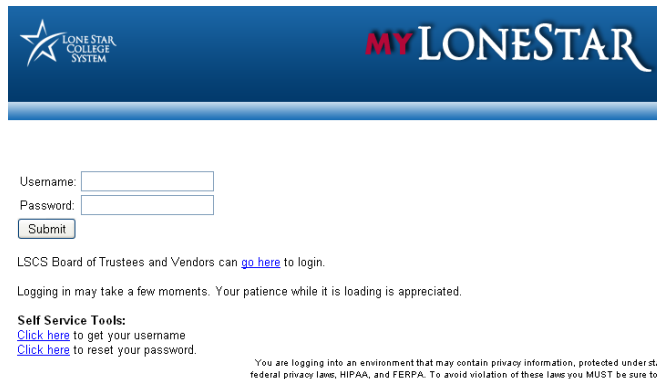
## Submitting Proof of Bacterial Meningitis Vaccine

**Step 1.** Go to **LoneStar.edu** in your browser (Internet Explorer, Mozilla Firefox, Safari, etc.) to access the Lone Star College website.

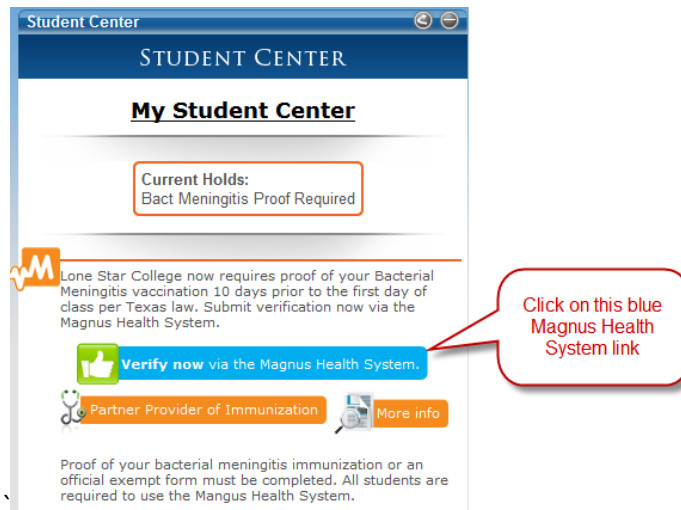
**Step 2.** Click on the “myLoneStar” icon (see image):



**Step 3.** Enter your username and password and click “Submit.” If you do not know your username or password, you can access them by using the [Self Service Tools](#) (see image)



**Step 4.** Once logged into your myLoneStar account look for your “Student Center” and click on the Magnus Health System blue link.





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**Step 5.** Watch the short video that pops up at the beginning for an overview and instructions. You can click to not show the video again when you log back into your Magnus account.

Welcome, Albertus Magnus

My Profile Feedback Logout Contact Support

**Student Health Tracker** [Go to Front Desk](#)

**Albertus Magnus**  
Spring 2012 LSC-CyFair

Due Date  
**January 7**

**Tracker Summary**  
Albertus is 0% complete.

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

Requirement	Answer	Status
<b>To Do</b> Meningitis Immunization (or Exemption) <a href="#">Important! View Approval Guidelines</a>	<a href="#">Print and Sign</a>	<b>Rejected</b> <a href="#">View Rejection Reason</a>

[Back](#)

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- Click on the “Approval Guidelines” to see requirements for each type of documentation.
- Click “**Print and Sign**” to download required forms or upload proof documents.
- Click “View Rejection Reason” if you receive notification that your documentation is not verified.



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### Step 6.

- Select 'Scan and Upload' to submit electronic medical records including vaccination proof or medical exemption.
- Select 'Fax or Mail' to submit any forms via fax or mail. The downloaded cover sheet must be used for all fax or mail submissions and is coded to each student's individual account.

The screenshot shows the 'Student Health Tracker' interface for a user named Albertus Magnus. At the top, there are navigation links for 'My Profile', 'Feedback', 'Logout', and 'Contact Support'. Below the user's name, there is a 'Due Date' of January 7 and a 'Tracker Summary' indicating that Albertus is 0% complete. The main content area is a dialog box titled 'Would you like to...' with two options: 'Scan and Upload' (Send it fast, Print and Upload) and 'Fax or Mail' (1-2 business days, Print and Fax or Mail). A 'Close' link is at the bottom of the dialog box.

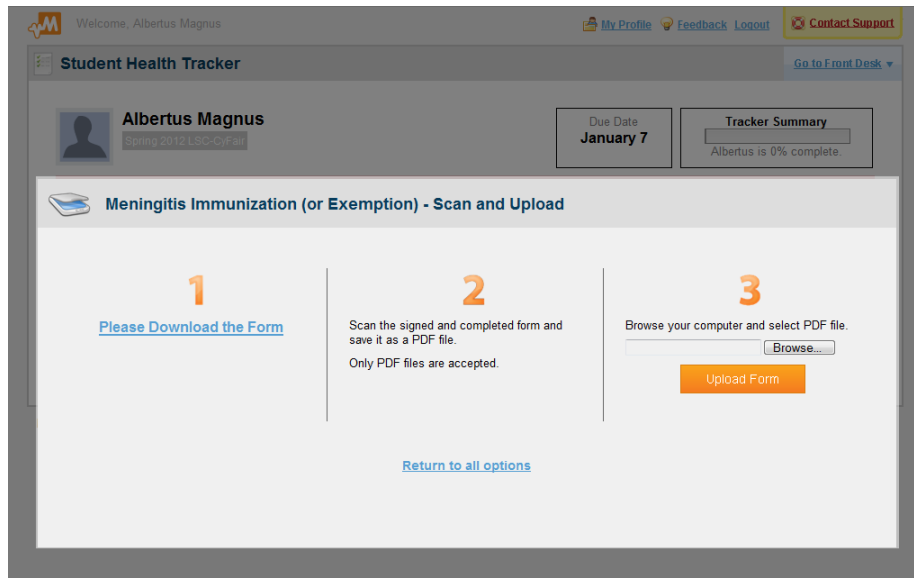
### NOTES:

- **Vaccination documents** – May be uploaded, faxed or mailed. You may use the downloaded form or an official immunization record that includes:
  - An official physician signature or stamp
  - Physician must indicate the month/day/year the vaccination was administered
  - Physician must indicate the specific vaccine administered (either MCV4 or MPSV4)
- **Medical Exemption** – May be uploaded, faxed or mailed. You may use the downloaded form or an affidavit or certificate from a physician:
  - Physician must be registered and licensed to practice medicine in the US
  - Affidavit must state physician's opinion that the vaccination would be injurious to the health and well-being of the student.
- **Exemption for Conscientious Objection** – Students wishing to submit an exemption from immunizations for reasons of conscience must:
  1. Complete the *Exemption from Meningococcal Vaccination Requirements for Reasons of Conscience* [form](#) from the Texas Department of State Health Service.
  2. Print and Sign the completed form.
  3. Submit the original signed form to the Admissions/Advising office.



## Submitting Proof of Bacterial Meningitis Vaccine

**Step 7. Scan Option:** Download the form for instructions on vaccination proof or medical exemption. Use this option to upload the completed electronic form or physician documents.



- OR -

**Step 8. Fax or Mail Option:** Download the form AND cover sheet for instructions on vaccination proof or medical exemption. Use the student cover sheet as indicated; each cover sheet contains individual student account codes.

