## Scanning Multipage Documents into New Student Online Enrollment:

There are many apps that are available for scanning documents and we are providing instructions for one, Genius Scan. It is available for both iOS and Android devices.

If you have a single page document to attach, such as a birth certificate, you can still just take a picture. However, if you have a multiple page document, we need them scanned in as such creating a single multipage document.

If you are completing the New Student Online Enrollment on your phone or tablet and you have reached Section 5: Requested Documents…

1. Open Genius Scan
2. Tap the orange **+** sign
3. Hold the device over the page/document
4. Tap the white circle at the bottom
5. If that is the only page/document, tap "Done". If it is a multi-page document, focus on the next page and tap the white circle again. Do this for every page and tap "Done" when finished.
6. In the bottom right corner of the screen, tap on the Export icon
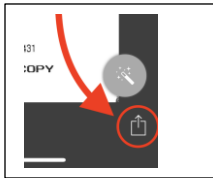
7. ***Tap on the "Files" option
8. Choose an option. It doesn't matter where, as it will show up in "Recents" when you will choose the file in the New Student Online Enrollment process.
9. Tap "Save" at the top

When you are in the New Student Online Enrollment Documents section and ready to upload documents you will:

1. Tap "Choose File"
2. Tap "Browse"
3. "Recents" will come up and you will tap on the file you need.

If you are using a computer to complete the New Student Online Enrollment process, when you get to step 7 above you will tap on Email (or Google Drive, Dropbox, One Drive, etc) instead of "Files". If you choose to Email it to yourself you need to save the attachment, then in the New Student Online Enrollment Documents section you will:

1. Click on "Choose File"
2. Find the file wherever you saved it to
3. Click on the file to highlight it and then click "Open"