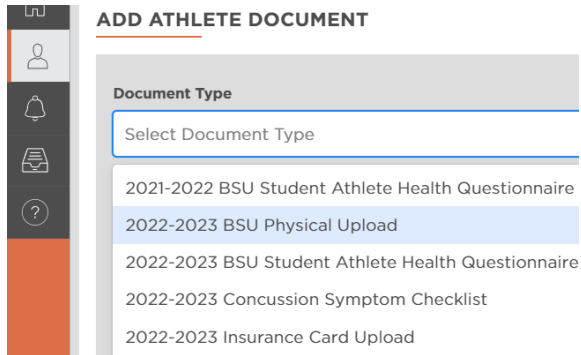


## BSU MEDICAL CLEARANCE Tips: Scanning and Uploading Documents to Healthy Roster

### Healthy Roster Website:

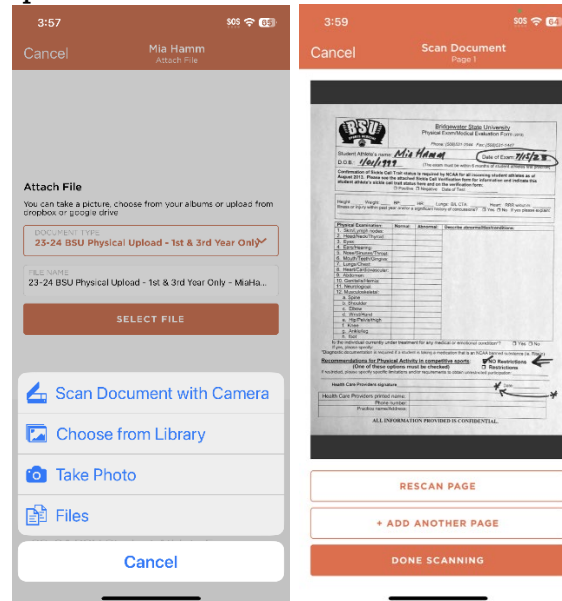
Use a Scanner App on your printer or computer (pdf) or take picture(s) (jpg, png) with your phone and upload new document using the specific document type (Insurance card, Physical, Sickle Cell Trait Status, Physician's note)



It's preferable to have all pages of document in one file but you can upload 1 page/image at a time by selecting the document type for each page (note the page number in note section).

### Healthy Roster App:

Use the Scanner in the document upload option:



Make sure it's a clear image of entire page or select RESCAN PAGE.  
For Multiple pages choose + ADD ANOTHER PAGE.