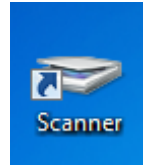


SCANNING DOCUMENTS AT THE ENROLLMENT CENTER

- Each document **MUST** be scanned and saved separately.
- Documents that have **MULTIPLE PAGES** **MUST** use the document feeder.

To Start Scanning:

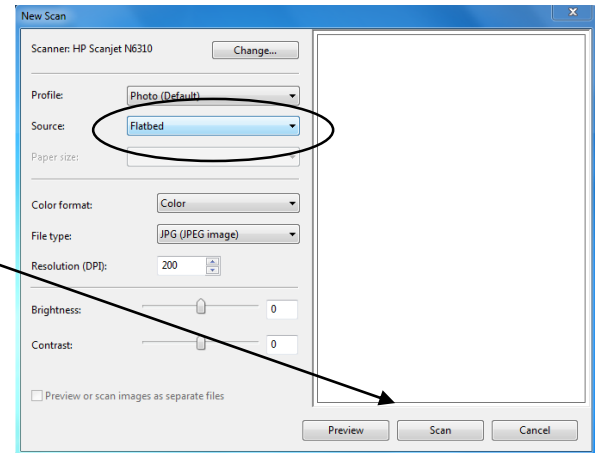
Click the Scanner shortcut on the desktop.



Single Page Documents:

Place your document on the scanner flatbed and click the Scan button.

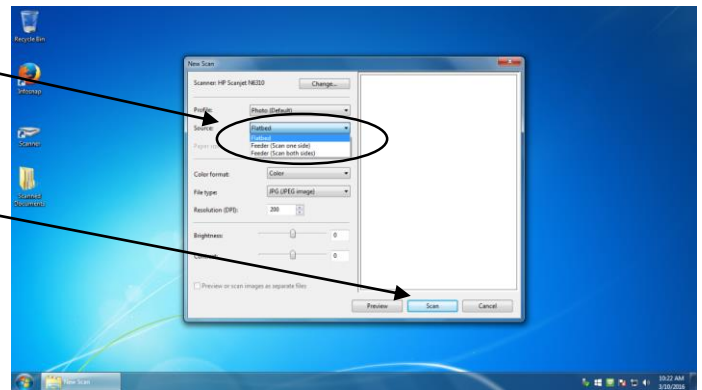
*the flatbed is the default for scanning



Scanning Documents with Multiple Pages:

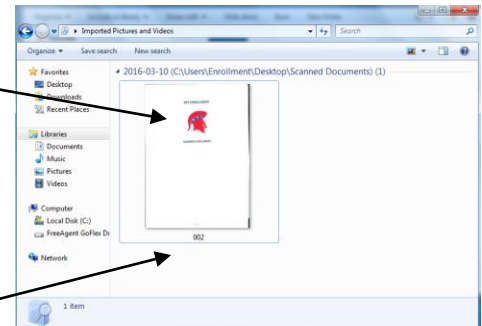
If you have a document with multiple pages, you can use the document feeder on the top of the scanner.

- 1) Please place the items face up in the document feeder
- 2) Click the dropdown next to Source and choose either Feeder (Scan one side) or Feeder (Scan both sides)
- 3) Click Scan



Your document will automatically save to the folder on your desktop named "Scanned Documents" and will appear as pictured here.

**To scan additional documents, close this window and repeat the steps again for each remaining document.



Renaming Documents:

Renaming your documents will make them easier to identify during the upload process of the student registration.

- 1) Right click the scanned image
- 2) Select "Rename" and type in a name that would best represent your document
- 3) Press Enter

*Repeat steps to rename any additional documents.