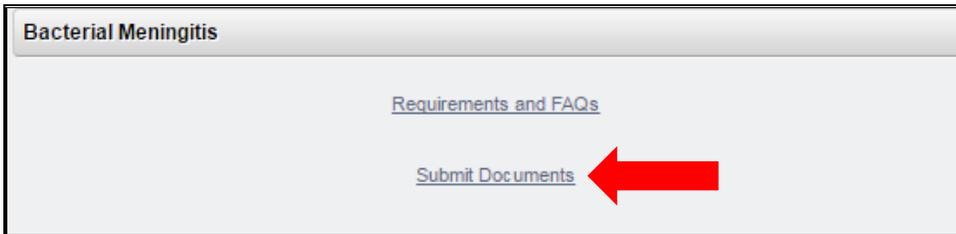




How to Upload Proof of Bacterial Meningitis

- Login to alamoaces.alamo.edu and click on the **Start Here** Tab.

- Click Under the **Bacterial Meningitis** block, click **Submit Documents**.



- Verify information listed in Magnus Health is correct- update name, number, etc. as needed. Once confirmed, agree to the Terms and Conditions to set up your Magnus Health account.
- There is a one-time **\$10.50** activation fee that will be paid directly to Magnus Health using a debit or credit card.
- **After paying, you must complete upload process to submit the vaccine!** Select **Click Here** under **Requirement** to precede to the submission step.
- **Have you ALREADY obtained and completed one of the following?** (*Proof of Bacterial Meningitis Vaccination, Medical Exemption, Reason of conscience*)

Yes, Submit

No, click for instructions to get started

Would you like to upload the completed documentation?

Download required documentation

Upload/Fax: 1-2 business days
Mail: 7-10 business days

- After uploading document, your Health Tracker should say complete. You will need to check back within 1-2 business days to confirm that your submitted record is **approved**. If rejected, you must resolve the issue and resubmit the document.
- If your Bacterial Meningitis document is **approved** and a hold still remains on your account 3 days after Magnus approval, please contact NVC for assistance at 210-486-4125.



Troubleshooting and Helpful Tips

Archived Accounts

If you applied for admissions during a previous semester but did not attend, your account may have been archived. If your account was archived, you will not see the option to submit your record. Archived students will call Magnus Health at 1-877-461-6831 to have their accounts reactivated.

Resubmitting a New Shot Record

Students having to upload a new copy of their shot record, either because their original record was expired or rejected, will not have to pay the \$10.50 fee again. This is a one-time activation fee.

Required Information on Shot Record

Shot records must show the student's name, date of birth, date the shot was administered, and the stamp or signature of the administering physician. Shots must have been received within the last five years. Shot records older than five years have expired.

Website Frozen

Upon first logging into Magnus Health, a short video will automatically open that walks you through the process of uploading. If the video freezes or will not allow you to continue, log out of your account and log back in again. Close out of the video and you will be able to proceed.

Asked for Login Credentials on Magnus Portal

You should be automatically logged into the Magnus Health portal after clicking on "Submit Documents." If you are asked for a username and password, close out of the tab, log out of your ACES account, log back in, and click on "Submit Documents" again. The system should automatically log you in. If you continue to encounter problems, contact Magnus Health at 1-877-461-6831.

Uploading From a Public Computer

For your information security, we highly recommend scanning and uploading your required documentation via a personal computer and/or smart phone. If you use a public computer, please remember to delete any saved documents prior to logging off.