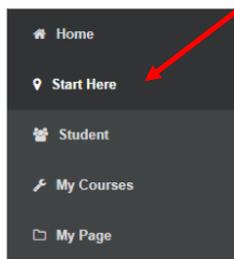


Accessing Bacterial Meningitis Immunization Documentation

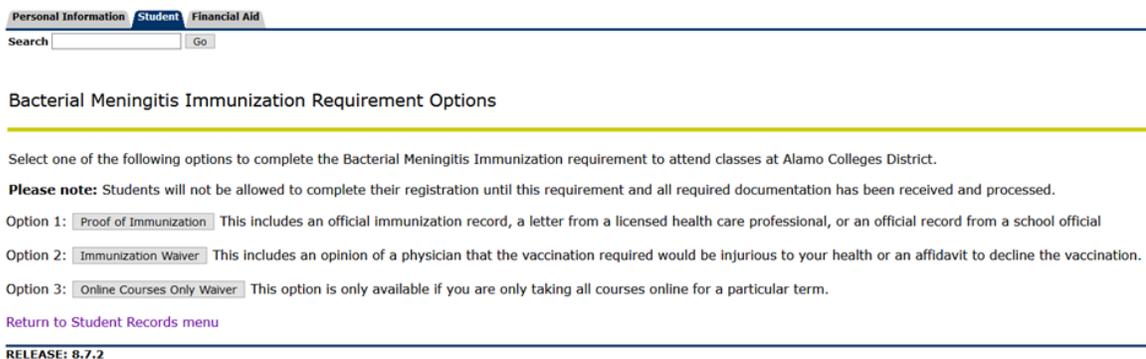
1. Log into ACES
2. Click "Start Here"



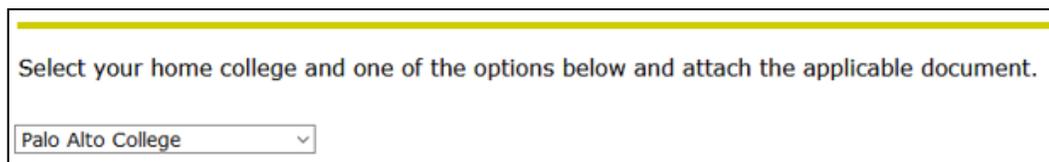
3. Click "Submit Bacterial Meningitis Forms Here" in the Bacterial Meningitis box



4. You will now be in the **Bacterial Meningitis Immunization Requirement Options** page
Select **one** of the options and complete as applicable with attachments



5. You will be prompted to:



Please Note: Your **home** college is the campus you selected on your Apply Texas application, not where you are taking courses.

6. Options 1 and 2 require attachments. Do not miss the attachment button and ensure your file is .pdf or .jpg format

Attach applicable file: (.pdf or .jpg only)
(File name cannot contain spaces) BPA_297_Bacterial_Meningitis_Process_Narrative.docx

7. your request and you will be taken to the confirmation page

Please allow proper time for processing

Avoid Delays!

Common Reasons why a BM Proof request may be delayed:

- Missing information: Name, DOB, vaccine name, date of administration, signatures
- Not using .pdf or .jpg files
- No attachment included
- Date of vaccine is past 5 years
- Selecting incorrect option
- Attachment is blurry or too small
- Not adhering to option selected, ie submitting online waiver but enrolled in non-online courses



What does **DO NOT SEND YOUR ENTIRE MEDICAL HISTORY** mean?

Many times, there are multiple pages involved in a person's medical history. What we mean by this is to limit your submission to one or two full pages; wherever the vaccine and its details may show, as well as your name and location of where it was obtained. Some may have vaccination/medical history composed of 5-6 pages or of items not relevant to shot records; those are ones we would not need.

Be sure your documents are clear with ample resolution!

Sometimes documents received are not clear or become distorted when zoomed in. Ensure that if it is a jpg file, appropriate resolution settings are set.

What can we recommend?

- Using a scanning app
- Taking pictures with higher resolution
- Increasing resolution on a picture using a desktop computer
- Using a scanner
- Research ways to increase resolution



We value your feedback!

Did these instructions help?

Let us know by completing a 3 question

Survey