



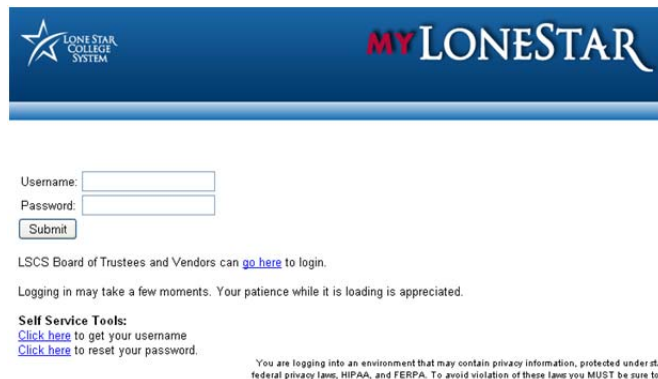
Submitting Proof of Bacterial Meningitis Vaccine

Step 1. Type **lonestar.edu** into the address bar of your browser (Internet Explorer, Mozilla Firefox, Safari, etc.) to access the Lone Star College website.

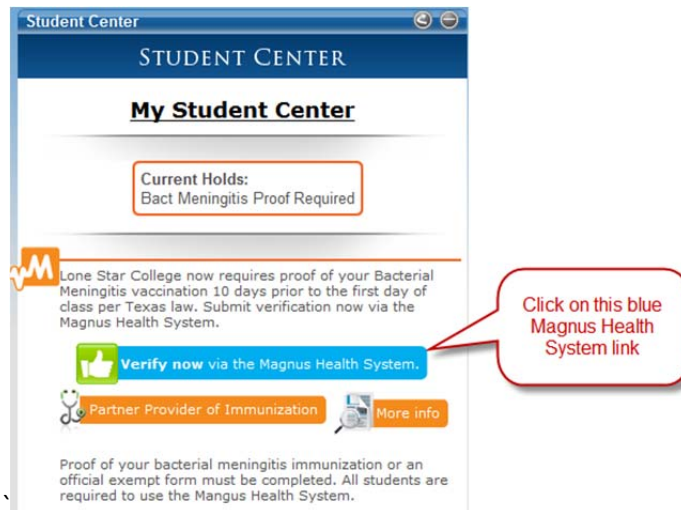
Step 2. Click on the “myLoneStar” icon (see image):



Step 3. Enter your username and password and click “Submit.” If you do not know your username or password, you can access them by using the [Self Service Tools](#) (see image)



Step 4. Once logged into your myLoneStar account look for your “Student Center” and click on the Magnus Health System blue link.





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Step 5. Watch the short video that pops up at the beginning for an overview and instructions. You can click to not show the video again when you log back into your Magnus account.

Welcome, Albertus Magnus

My Profile Feedback Logout Contact Support

Student Health Tracker [Go to Front Desk](#)

Albertus Magnus
Spring 2012 LSC-CyFair

Due Date
January 7

Tracker Summary
Albertus is 0% complete.

You have **1** requirement(s) in your to do list.

Requirement	Answer	Status
To Do Meningitis Immunization (or Exemption) Important! View Approval Guidelines	Print and Sign	Rejected View Rejection Reason

[Back](#)

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- Click on the “Approval Guidelines” to see requirements for each type of documentation.
- Click “**Print and Sign**” to download required forms or upload proof documents.
- Click “View Rejection Reason” if you receive notification that your documentation is not verified.



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Step 6.

- Select 'Scan and Upload' to submit electronic medical records including vaccination proof or medical exemption.
- Select 'Fax or Mail' to submit any forms via fax or mail. The downloaded cover sheet must be used for all fax or mail submissions and is coded to each student's individual account.

The screenshot displays the 'Student Health Tracker' interface for a user named Albertus Magnus. At the top, there are navigation links for 'My Profile', 'Feedback', 'Logout', and 'Contact Support'. Below the user's name, the 'Due Date' is listed as 'January 7' and the 'Tracker Summary' indicates 'Albertus is 0% complete'. A dialog box titled 'Would you like to...' is open, presenting two submission options:

Option	Speed	Action
Scan and Upload	Send it fast	Print and Upload
Fax or Mail	1-2 business days	Print and Fax or Mail

A 'Close' link is located at the bottom of the dialog box.

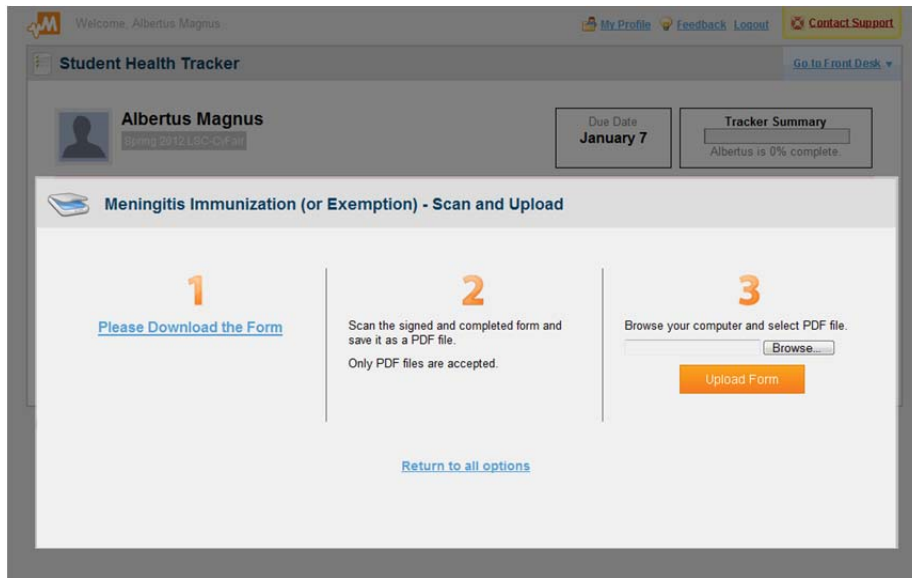
NOTES:

- **Vaccination documents** – May be uploaded, faxed or mailed. You may use the downloaded form or an official immunization record that includes:
 - An official physician signature or stamp
 - The month/day/year the vaccination was administered
 - Specific vaccine administered (MCV4 or MPSV4)
- **Medical Exemption** – May be uploaded, faxed or mailed. You may use the downloaded form or an affidavit or certificate from a physician:
 - Physician must be registered and licensed to practice medicine in the US
 - Affidavit must state physician's opinion that the vaccination would be injurious to the health and well-being of the student.
- **Exemption for Conscientious Objection** – MUST be mailed. Only original, notarized forms will be accepted and the original student account cover sheet must be used.
 - **Over 18** - Must use official form available online in your Magnus account or at LoneStar.edu/meningitis. Must use Magnus cover sheet to mail document.
 - **Under 18** – Must use link in your Magnus account to request official forms from the Texas Department of State Health Services. Form will be mailed to your home address, please allow 2-3 weeks for processing. State form and Magnus cover sheet must be mailed.



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Step 7. Scan Option: Download the form for instructions on vaccination proof or medical exemption. Use this option to upload the completed form or physician documents.



- OR -

Step 8. Fax or Mail Option: Download the form AND cover sheet for instructions on vaccination proof or exemptions. You must use this method for 'conscientious objection' and the original, notarized form MUST be mailed with Magnus cover sheet as instructed. Cover sheet contains student ID info.

