

# **Getting Started Guide**

## **Student Immunization Tracker**

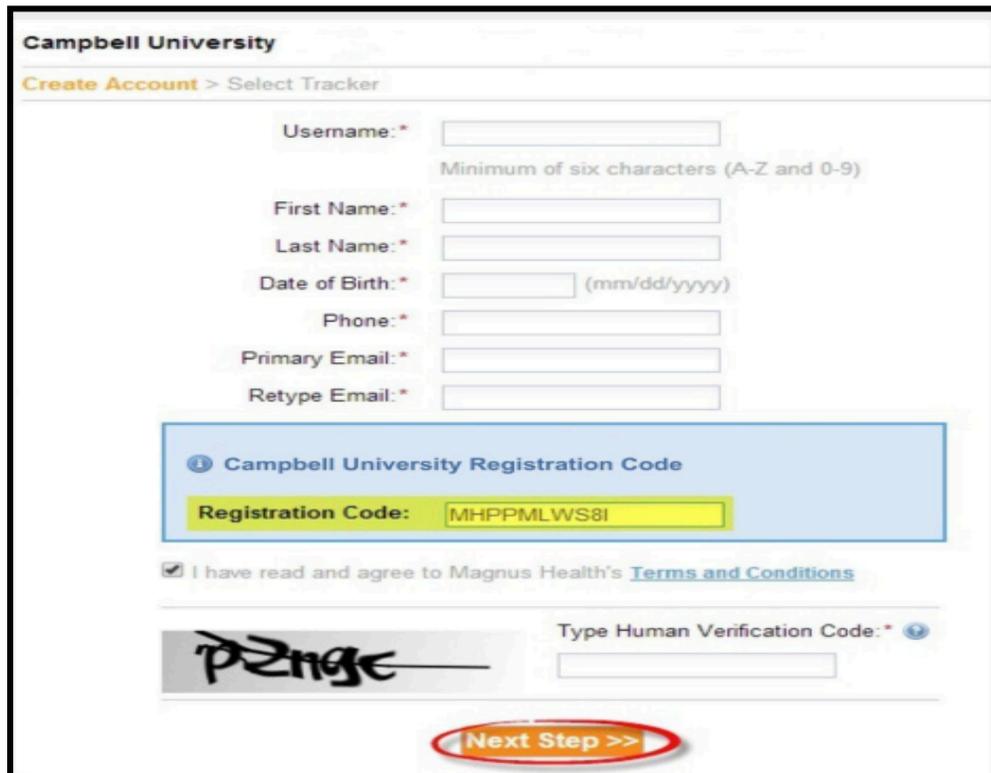
If you need additional help or have questions, please contact the Magnus Health Help Desk  
 (877) 461-6831     [service@magnushealthportal.com](mailto:service@magnushealthportal.com)

## Create your Magnus Health Account

1. Create a **Magnus Health Account** sent to your preferred email.



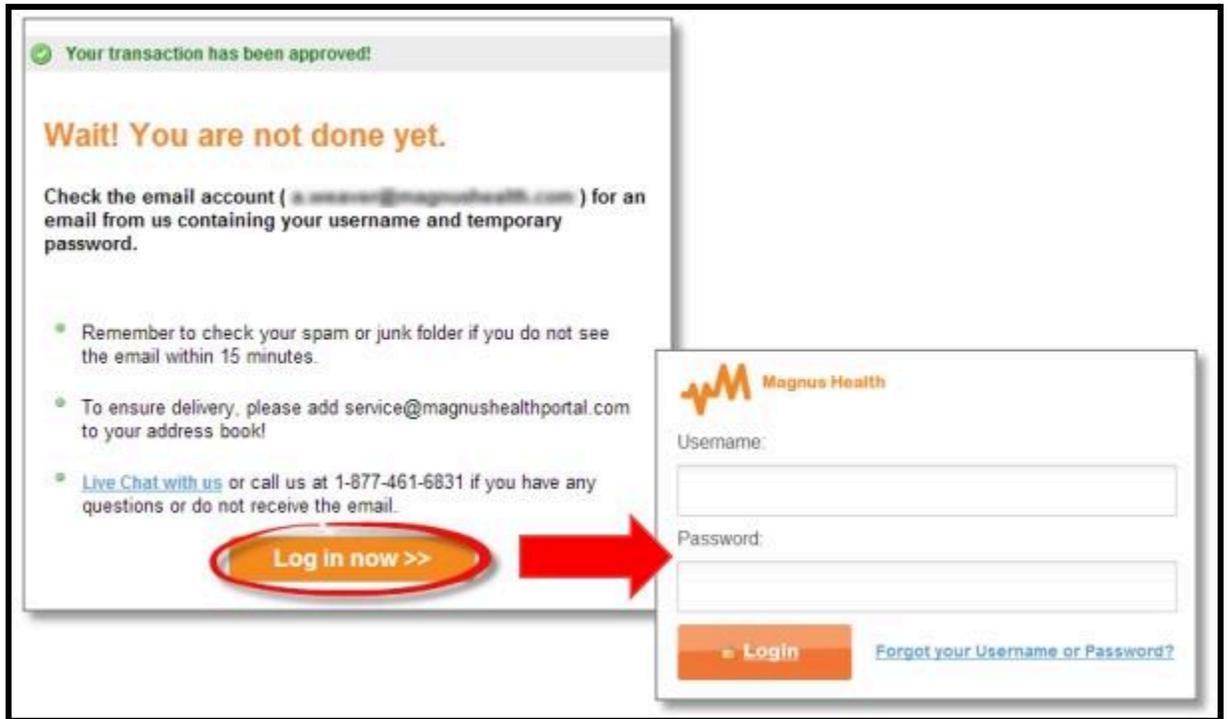
2. Complete all fields, then click "Next Step" (**do not change the pre-populated registration code**). If you need a new one contact Magnus Health customer service.

A screenshot of the Campbell University registration form. The form is titled "Campbell University" and "Create Account > Select Tracker". It contains several input fields: "Username:\*" with a note "Minimum of six characters (A-Z and 0-9)", "First Name:\*", "Last Name:\*", "Date of Birth:\*" with a note "(mm/dd/yyyy)", "Phone:\*", "Primary Email:\*", and "Retype Email:\*". Below these fields is a blue box containing "Campbell University Registration Code" and a yellow box with "Registration Code: MHPPMLWS8I". There is a checked checkbox for "I have read and agree to Magnus Health's Terms and Conditions". At the bottom, there is a "Type Human Verification Code:\*" field with a CAPTCHA image showing the word "PAGE" and a "Next Step >>" button circled in red.

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3. Click “Log in now” and enter your username and temporary password. You will then be prompted to create a new password to activate your account.



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## Completing Your Requirements

Once you're logged in, you will be shown a brief instructional video, then taken to your Student Immunization Tracker homepage. Here you can view a list of your program requirements.

1. First, click the "Please Download" or "Print blank forms" link in the yellow box under your name. Fill out the document and save it as a PDF on your computer.

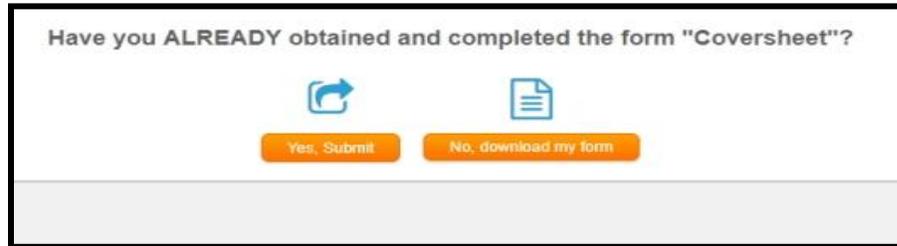
The screenshot shows the 'Student Immunization Tracker' interface for user Alberto Magnus. At the top, there is a 'Go to Front Desk' link. The user's name 'Alberto Magnus' and 'PharmD Class of 2020' are displayed. A 'Due Date July 15' box and a 'Tracker Summary' box (showing 0% completion) are visible. A yellow box contains a 'Please Download' notification for the 'Campbell Information Coversheet'. Below this, a red banner states 'You have 23 requirement(s) in your to do list.' A table lists three requirements: 'Coversheet', 'HIPAA Certification Training', and 'P1 PPD Test', each with a 'Blank Form' icon and a 'Turn it in' button.

Requirement	Blank Form	Action	Answer	Status
<b>To Do</b> Coversheet Please download a copy of the coversheet and upload it back into Magnus once completed. <a href="#">Important! View Approval Guidelines</a>		<a href="#">Turn it in</a>		
<b>To Do</b> HIPAA Certification Training Proof of HIPAA Training. Updated annually. <a href="#">Important! View Approval Guidelines</a>		<a href="#">Turn it in</a>		
<b>To Do</b> P1 PPD Test Please enter your PPD test received in the spring of your P1 year. <a href="#">Important! View Approval Guidelines</a>		<a href="#">Turn it in</a>		

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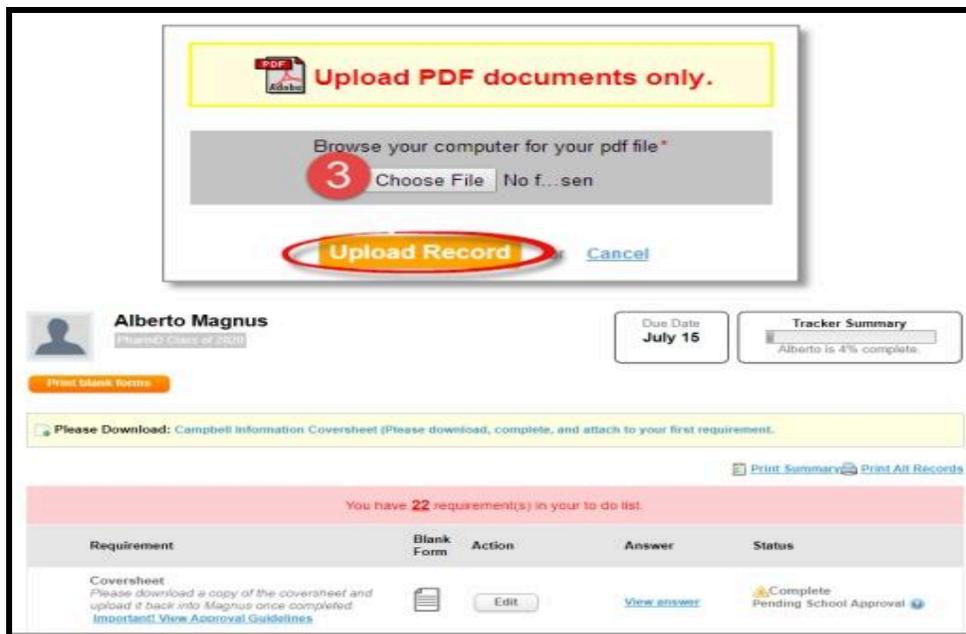
2. Next, click “Turn it in” next to the Coversheet requirement.

Click “**Yes, submit**” to submit your immunization record.



→ **DO NOT click** “No, download my form” unless you don’t have a copy of your immunization record to upload and have to manually enter each immunization injection.

3. Click “Upload” and “Choose File” to browse your computer for a PDF document of the corresponding record, then click “Upload Record.” This will update the status to “Requirement Complete Pending School Approval.”



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