

Scanning Registration Documents

REGISTRATION INFORMATION: ANDROID USERS

Documents for student enrollment are now required to be submitted electronically during the AIR enrollment process. If you do not have a scanner at home, please follow the instructions below to use your mobile device to submit documents.

1

OPEN GOOGLE DRIVE FROM YOUR ANDROID DEVICE

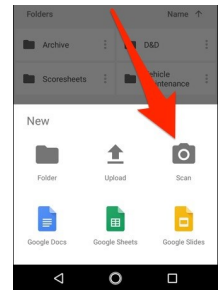
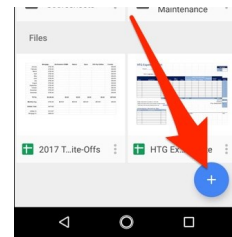
The easiest way to scan documents on an Android device is through Google Drive, which comes pre-installed on most devices. Open the app on your phone.



2

PREPARE YOUR DOCUMENT

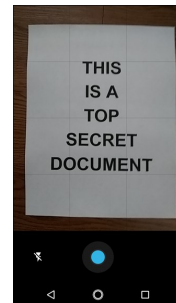
Tap the “+” icon in the bottom right corner of your screen to prep your document. When the menu slides up, select “scan”.



3

BEGIN YOUR SCAN

When the camera/scanner opens, fill your screen as much as possible with your document. Take a picture/scan of your document. A preview of your scan will appear immediately. If it didn't come out well, select the reverse arrow to retake the picture. Select the check mark if you like the picture.

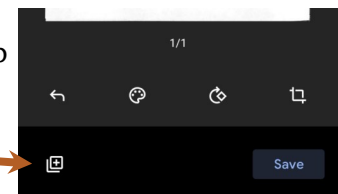


4

ADJUSTING YOUR SCAN

If you need to crop the scan, tap the crop tool (□), and drag the blue dots to adjust the scanned area. Once you've done this, tap “Done” to save.

If you have more documents to scan, tap the “+” symbol.



5

SAVING YOUR DOCUMENT

The next screen allows you to rename your document. You can also indicate which Google Account and Folder your document will go to. Tap “Save” to upload to Google Drive. (Remember where you saved the PDF.) You can now upload the PDF into AIR. When choosing files to upload, navigate to the Google Drive folder you selected.

