

Scanning Registration Documents

REGISTRATION INFORMATION: IPHONE 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.

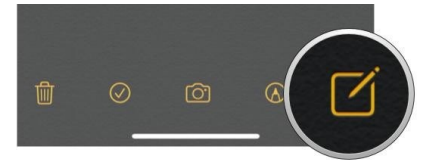
1 OPEN THE “NOTES” APP ON YOUR IPHONE

You may tap the Notes icon from your home screen, through the Control Center, or by searching for it in the search bar.



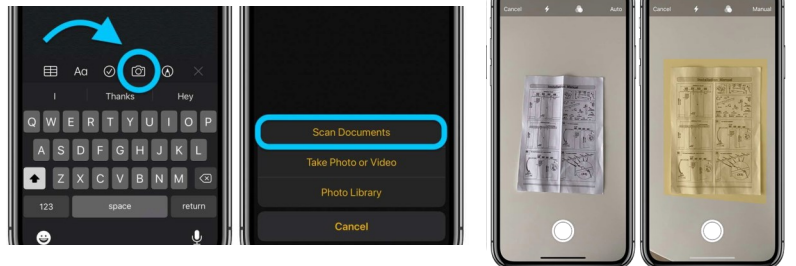
2 CREATE A NEW NOTE

Tap the “Create a New Note” icon in the bottom right corner of the app. A new note will open with a blinking cursor at the top.



3 SCAN YOUR DOCUMENTS

Now you will select the camera icon, and tap “Scan Documents” to open the scanner. Hold your phone above your document to let it scan. Adjust your corners as needed. Click “Keep Scan” when done. Scan additional documents, if necessary. When done scanning, tap “Save”.



4 SAVING YOUR DOCUMENT

To change the name of your document, click on the image of your saved scans, and tap the “Scanned Documents” header at the top. This will open a window giving you ability to rename the document. Tap “Save”. Next, tap the “Send a Copy” (📎) icon and choose the “Save to Files” option. This will save your scan as a PDF in the folder you indicate. You can now upload the PDF from your phone into AIR. You can also email it to yourself if you prefer to complete your registration on a computer.

