

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.

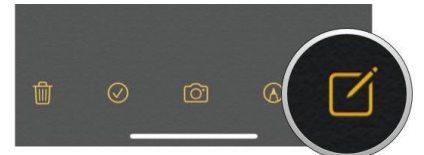
1 OPEN THE “NOTES” APP ON YOUR IPHONE

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



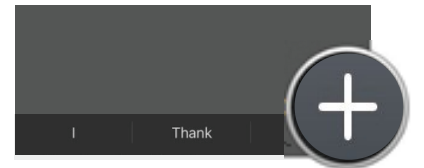
2 CREATE A NEW NOTE

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.



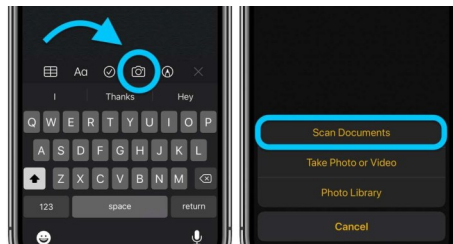
3 ACCESSING THE MENU

Tap the “+” symbol in the bottom toolbar to open the menu.



4 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. Scan additional documents, if necessary. When you are done, tap “Save”.



5 FINALIZING TO EMAIL

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 three dots at the top right of the screen. Another menu will open, tap “Send a Copy”. From here, you will send the document to your email, save it as a PDF from your computer, and upload it into AIR.

