To update your child's immunization record in the MICDS Magnus Health Portal, please follow these instructions:

1) From the Parent Portal, go to the Magnus Health Portal

|               |               |                      | <b>H</b> Parent Portal |             |  |
|---------------|---------------|----------------------|------------------------|-------------|--|
| 🚊 My Children | 📅 My Calendar | 🏆 Athletic Calendar  | Directories            | A Resources |  |
| Lowers        | School        | Parent Resources     | Student Ass            | ignments    |  |
| Middle        | School        | Logistics Request    | Parents Ass            | ociation    |  |
| Upper         | School        | Billing and Invoices | Admission F            | Portal      |  |
|               |               | COVID-19 Resources   |                        |             |  |
|               | <             | Magnus Health Portal | >                      |             |  |

- 2) Enter your same username and password as the MICDS Parent Portal to enter Magnus.
- 3) Click on your child's record.
- 4) If you have already submitted an immunization record for your child and would like to add additional immunization information (e.g., COVID vaccination card) to that record, scroll down to "Immunization Record" and choose "Edit" and skip tp step 6 on these instructions.

| Disease unload on up to date immunization report |      |                     |          |
|--|------|---------------------|----------|
| from vour child's physician.                     | Edit | View answer         | Complete |
| Important! View Approval Guidelines              | Edit | <u>view diiswei</u> | Approved |

## If you have not submitted your child's immunization record yet, scroll down to "Immunization Record" and select "Turn It In"

|       | Important! View Approval Guidelines<br>Physician's signature required   | _ |           |
|-------|---|---|-----------|
| Fo Do | Immunization Record<br>Please upload an up-to-date immunization record<br>from your child's physician.<br>Important! View Approval Guidelines<br>Physician's signature required |   | Tum it in |
|       | Discourse in discting that you have accorded  |   |           |

5) Choose "Yes, Submit"



## 6) On the next screen choose "Add File"

|   |   | 1 |
|---|---|---|
| Clear Answer  | Add Files   |   |
| Clearing your answer will remove<br>all documents associated with this<br>requirement. You must submit a<br>new answer or your account will<br>remain incomplete. | You can add files to your existing<br>answer. Click Add Files to see<br>your current answer and add files<br>to it. |   |
| This action CANNOT be<br>undone!  |   |   |
| Clear Answer  | Add Files   |   |

- 7) Click "Choose file" and select the picture or file you would like to submit to add to the immunization record.
- 8) Then click "Finish"



If you have any issues, please contact Magnus Health SMR by phone at <u>877.461.6831</u> or by email at <u>service@magnushealthportal.com</u>.