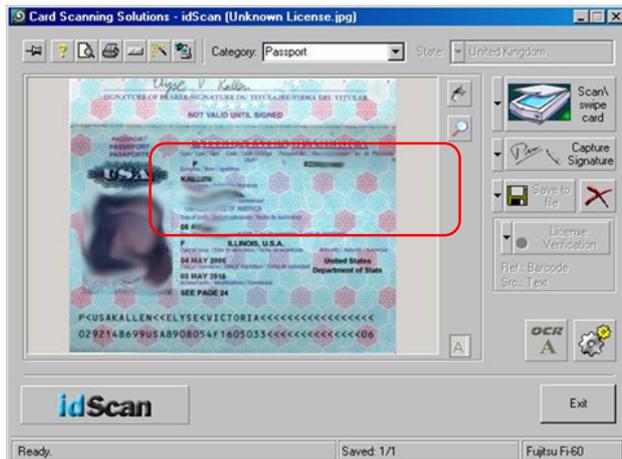
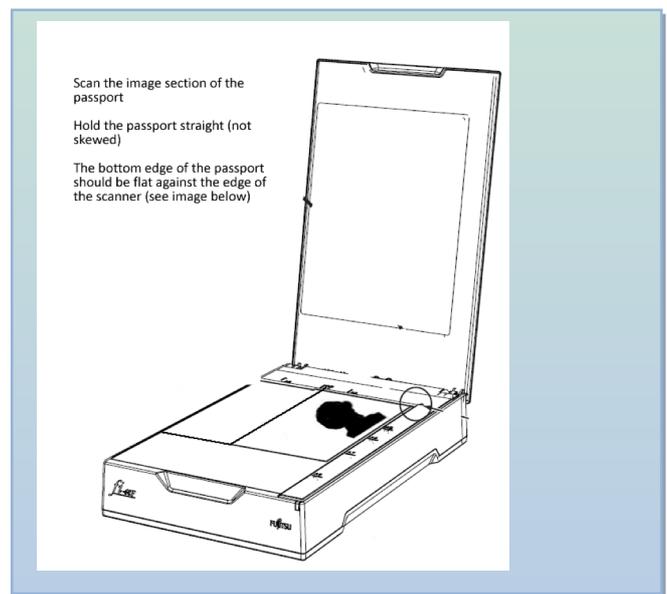


Passport Scanning: Quick Guide – Version 0.4



- First enter the passport number on CMS (Personal Details form) if not already present.
- Before scanning the passport, make sure that the 'Category' option is set to 'Passport'.



- Scan the image section of the passport, **face down so that the image is against the glass**
 - Hold the passport straight (not skewed)
 - Make sure the bottom edge of the passport is flat against the edge of the scanner
-
- Do not hold the passport upside down
 - Close the scanner lid before scanning (this will stop it moving)
 - Once in place click the 'Scan/swipe card' button to scan the image.
 - **Make sure that the 'Student ID Uploader' window shows the correct passport number.** If it doesn't either enter the correct passport or edit the passport number so that it is correct
 - Scan any further documents for the student, following the guidelines above. The number of scans you are about to upload are shown.
 - Check you are uploading images to the correct record.

Student ID Uploader (System is online)

File

Passport Number: G42156235

Applicant Number: 01/10/2010 - 21010012 - REGISTERED

Exclude passport image from upload

Documents to be Uploaded for Current Student: 2

Person Record

Documents for: Li Zhou
 Date of Birth: 22-Apr-1985
 Person Code: 251595
 Passport Number: G42156235
 CAS Number: E4G0C05A05N0S0
 CAS Status: USED

Images - Click to deselect

Exp Date: 22-Apr-2020	Exp Date: 17-Jun-2016
Image Type: Passport	Image Type: Visa
	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Passport number is read in the scan, but can be edited

Select registration number

Person record that you are attaching records to

- Enter the expiry date against the other documents (e.g. the visa expiry date).
- Click the **Upload Files** button
- Check back in CMS to make sure the correct files have been uploaded for the student

Set document type (e.g. visa) and expiry date