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.
- 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