



Submitting Proof of Bacterial Meningitis Vaccine

- Step 1.** Navigate to LoneStar.edu in your browser (Internet Explorer, Mozilla Firefox, Safari, etc.) to access the Lone Star College website.
- Step 2.** Click on the “myLoneStar” icon (see image):



- Step 3.** Enter your username and password. Click the [Submit](#) button.

If you do not know your username or password, you can contact the ITS Service Desk at 832/813-6600.

- Step 4.** The **New Student Checklist** page is displayed.



New Student Checklist

Congratulations!
You've been accepted to Lone Star College! You are 50% complete with your admissions process.

50% complete ▲

- [Apply for Admissions](#)
- [Complete Pre-Assessment Activity](#)
- [Complete Placement Testing](#)
- [Satisfy Bacterial Meningitis Requirement](#)
- [Complete New Student Orientation](#)
- [Register for Classes](#)

Satisfy Bacterial Meningitis Requirement:

[Submit your shot record now!](#) ←

[Have a medical exemption?](#)

[Other Options](#)

*Please note that your Checklist may take 15-30 minutes to update after you sign in for the first time OR after completing an item in your checklist.
Have questions about your checklist? **Contact Student Services.

Step 5. Watch the short video that pops up at the beginning for an overview and instructions. You can click to not show the video again when you log back into your Magnus account.



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Welcome, Albertus Magnus [My Profile](#) [Feedback](#) [Logout](#) [Contact Support](#)

Student Health Tracker [Go to Front Desk](#)

Albertus Magnus
Spring 2012 LSC-CyFair

Due Date
January 7

Tracker Summary
Albertus is 0% complete.

You have **1** requirement(s) in your to do list.

Requirement	Answer	Status
To Do Meningitis Immunization (or Exemption) Important! View Approval Guidelines	Print and Sign	Rejected View Rejection Reason

[Back](#)

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- Click on the “Approval Guidelines” to see requirements for each type of documentation.
- Click “**Print and Sign**” to download required forms or upload proof documents.
- Click “View Rejection Reason” if you receive notification that your documentation is not verified.



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Step 6.

- Select 'Scan and Upload' to submit electronic medical records including vaccination proof or medical exemption.
- Select 'Fax or Mail' to submit any forms via fax or mail. The downloaded cover sheet must be used for all fax or mail submissions and is coded to each student's individual account.

The screenshot displays the 'Student Health Tracker' interface for a user named Albertus Magnus. At the top, there are navigation links for 'My Profile', 'Feedback', 'Logout', and 'Contact Support'. Below the user's name, the 'Due Date' is listed as 'January 7' and the 'Tracker Summary' indicates 'Albertus is 0% complete'. A dialog box titled 'Would you like to...' is centered on the screen, offering two submission methods: 'Scan and Upload' (labeled 'Send it fast') and 'Fax or Mail' (labeled '1-2 business days'). Each method has a corresponding orange button: 'Print and Upload' and 'Print and Fax or Mail'. A 'Close' link is located at the bottom of the dialog box.

NOTES:

- **Vaccination documents** – May be uploaded, faxed or mailed. You may use the downloaded form or an official immunization record that includes:
 - An official physician signature or stamp
 - Physician must indicate the month/day/year the vaccination was administered
 - Physician must indicate the specific vaccine administered (either MCV4 or MPSV4)
- **Medical Exemption** – May be uploaded, faxed or mailed. You may use the downloaded form or an affidavit or certificate from a physician:
 - Physician must be registered and licensed to practice medicine in the US
 - The affidavit must state physician's opinion that the vaccination would be injurious to the health and well-being of the student.
- **Exemption for Conscientious Objection** – Students wishing to submit an exemption from immunizations for reasons of conscience must:
 1. Complete the *Exemption from Meningococcal Vaccination Requirements for Reasons of Conscience form* from the Texas Department of State Health Service.
 2. Print and Sign the completed form.
 3. Submit the original signed form to the Admissions/Advising office.



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Step 7. Scan Option: Download the form for instructions on vaccination proof or medical exemption. Use this option to upload the completed electronic form or physician documents.

The screenshot shows the 'Student Health Tracker' interface for a user named Albertus Magnus. The page title is 'Meningitis Immunization (or Exemption) - Scan and Upload'. It features three numbered steps: 1. 'Please Download the Form' with a link; 2. 'Scan the signed and completed form and save it as a PDF file. Only PDF files are accepted.'; 3. 'Browse your computer and select PDF file.' with a 'Browse...' button and an 'Upload Form' button. A 'Return to all options' link is at the bottom. The top navigation bar includes 'Welcome, Albertus Magnus', 'My Profile', 'Feedback', 'Logout', and 'Contact Support'. The user's profile shows 'Albertus Magnus' with 'Spring 2012 LSC-C/Fall' and a 'Due Date' of 'January 7'. A 'Tracker Summary' box indicates 'Albertus is 0% complete.' and a 'Go to Front Desk' link is visible.

- OR -

Step 8. Fax or Mail Option: Download the form AND cover sheet for instructions on vaccination proof or medical exemption. Use the student cover sheet as indicated; each cover sheet contains individual student account codes.

The screenshot shows the 'Student Health Tracker' interface for the 'Fax or Mail' option. The page title is 'Meningitis Immunization (or Exemption) - Fax or Mail'. It features two numbered steps: 1. 'Download Magnus Coversheet and Form' with a 'Download' button; 2. 'You MUST use the Magnus coversheet for your individual account when you Fax or Mail your document. Please follow the instructions on your coversheet. Faxed and mailed records are processed within 1-2 business days.' Below the steps, a red warning states: 'Your Fax/Mail Coversheet MUST BE RECEIVED for processing. For faster processing, you can [upload your form\(s\)](#).' A 'Return to all options' link is at the bottom. The top navigation bar and user profile information are identical to the previous screenshot.