The Laws of Online Tracking

1. **DEADLINE TO COMPLETE EVERY REQUIREMENT IN YOUR TRACKER:**

   **January 7, 2013**

2. You must scan, upload and attach all documents in **PDF** format. **DOCUMENTS WILL BE REJECTED OTHERWISE.**

3. All the documents that you scan, upload and attach must have the following READABLE components:
   - Your **name** must be visible
   - The **date** must be visible
   - The **healthcare provider's signature** must be visible
   - The **type of document** (immunization, titer, etc.) must be identifiable
   - The **results** must be readable

4. **NEVER IGNORE** an email you receive from **MAGNUSHEALTHPORTAL.COM**
   - Make sure you check your spam box and add them to your safe sender list!
   - You will receive mundane automatically generated messages **AND** important messages from administration that directly affect your progress in the program re: Health Related issues
     - Take a moment to make sure you know the difference before you delete!!!

5. Call MAGNUS Customer Service Number if you have **Technical** questions:

   **1-877-461-6831**

   All questions surrounding account creation or technological difficulties (uploading, attaching, etc.).

6. For **HEALTH REQUIREMENT OR TRACKER-RELATED** questions email Catherine at:

   catherine.mullins@csulb.edu

   This is the best and **preferred** method of communication.

7. **FOR BACKGROUND CHECK QUESTIONS CONTACT MONALISA WARD:**
   - Email: monalisa.ward@csulb.edu
   - Phone: 562-985-2201

8. **YOU ARE ULTIMATELY RESPONSIBLE FOR YOUR HEALTH DOCUMENTS.**
   Make sure you meet all upload deadlines – failure to do so will result in the inability to participate or remain in clinicals.
   - Please keep **ALL** originals of your documents
   - Please have extra copies in case anything gets lost/misplaced
   - Please keep your documents in an easily accessible location