Immunization Submission Review

- 1. Login to <u>myLSUA</u> with your LSUA credentials.
- 2. From the top menu, select Admin/Staff/Faculty, then click **Immunization Review**.
- 3. On the next page, there will be three tabs: Pending, Approved, and Denied.



- 4. Click the **Pending** tab to review Immunization Submission that have not been approved or denied.
- 5. For each submission, you can view the student's name, email address, date submitted, and the file submitted. Use the *Approve or Deny* buttons to complete the review.

my LS	UA		Self Service	Email	Moodle	MyLSU	Faculty 🗸	Admin 👻	• ••
Immunization Submission Review									
Pending (1)	Approved	Denied					Г		
1 Pending Record			Web Guy -	Approve Deny					
Web Guy Date Submitted: 5 minutes ago			✓ Has Vaccine ♣ View Proof of V	accination/			L		

- 6. If you click Approve, the record will automatically move to the Approved tab.
- 7. If you click Deny, you must select a Denial Reason from the drop-down list and click **Save**.

my LSUR		Self Service	Email	Moodle	MyLSU	Faculty 👻	Admin 👻	• ••
Immunization Submission Review								
Pending (1) Approved Denied								
1 Pending Record	Web Guy -	105						
Web Guy	Denial Reason vinva	lid Documentatio lid Documentatio	n: Unable t n: Photo is	o view uploa not related t	d o Vaccine	Save	Cancel	
Dato Gubinitou. 25 minutos ago	✓ Has Vaccin Vac	ilid Documentatio cination card not	n: Not acce readable	eptable forma	at			
	E View Proof of Vac	cination						