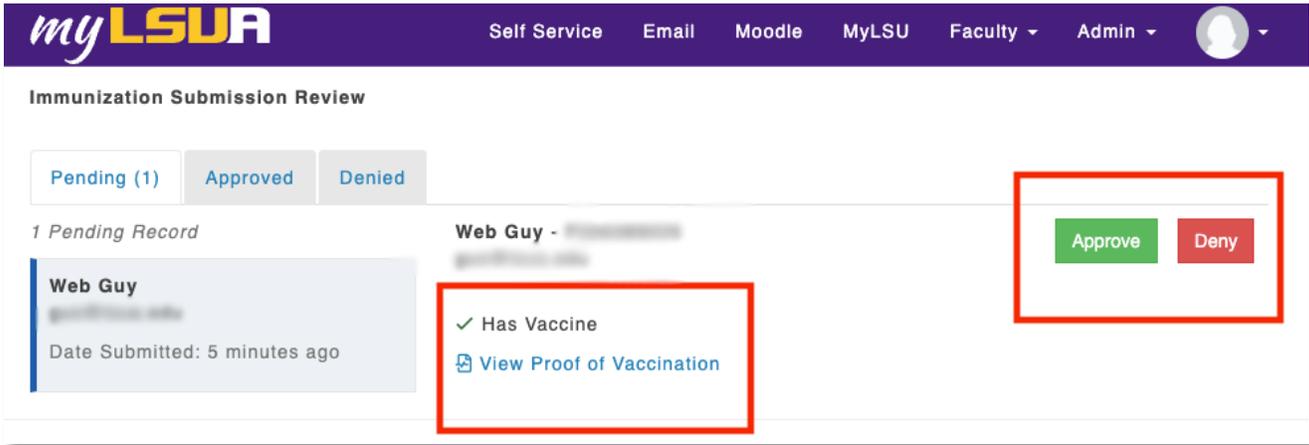


Immunization Submission Review

- 1. Login to [myLSUA](#) 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.



- 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**.

