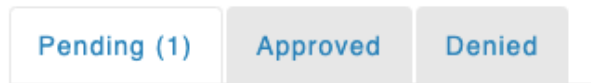
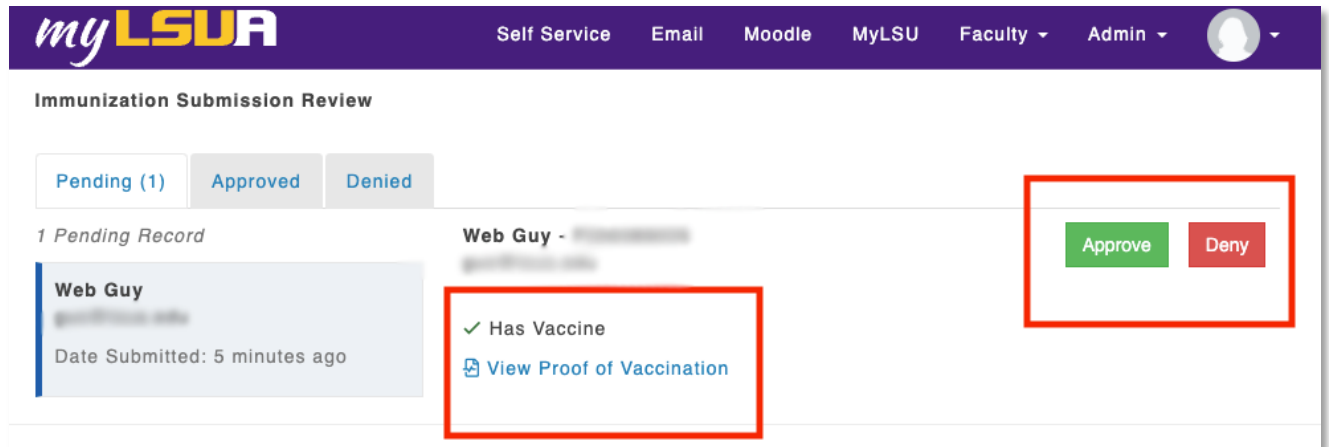


# Immunization Submission Review

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**.

