

# GENIUS SCAN APP

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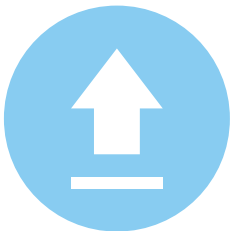
## INSTALL INSTRUCTIONS

1. Go to your phone's app store.
2. Tap Search.
3. Type "Genius Scan" in the search box.
  - a. **Scanner App** - Compare the logo on the left to be sure you are installing the correct app.
4. Install


## HOW TO SCAN A DOCUMENT

**PLEASE scan each document separately.**

1. Open the Genius Scan app.
2. Tap the + sign.
3. Hold the camera over the paper.
  - a. It will look to identify the perimeter of the paper and then it will automatically scan it.
  - b. You can scan more than one page at a time.
4. When you are finished, tap **Done** in the bottom right corner.
5. The file is automatically titled by date and time. **You should rename the file** by clicking the pencil at the top next to the date and time. Please title it with your family name and the type of document. (Kai - Birth Certificate)
6. Click **Save** in the top right hand corner.



## UPLOAD DOCUMENTS TO THE ADMISSIONS PORTAL

1. Click the **Share** button at the bottom right 
2. Tap **Email**.
3. In the **TO field**, type your personal email address.
4. Tap the **orange up arrow** to send the document.
5. Open your email and download the documents to your computer. Then, you can upload them to the admissions portal.



## SEND DOCUMENTS TO MRS. KAI

1. Click the **Share** button at the bottom right.
2. Tap **Email**.
3. In the **TO field**, type **rochelle.kai@gaccbbluejays.org**.
4. Tap the **orange up arrow** to send the document.