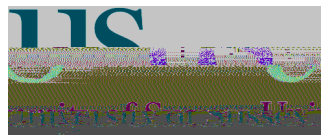


! "\$%&'()*+,-./0&' , 0(

<http://www.sussex.ac.uk/its/help/bishelp.php>



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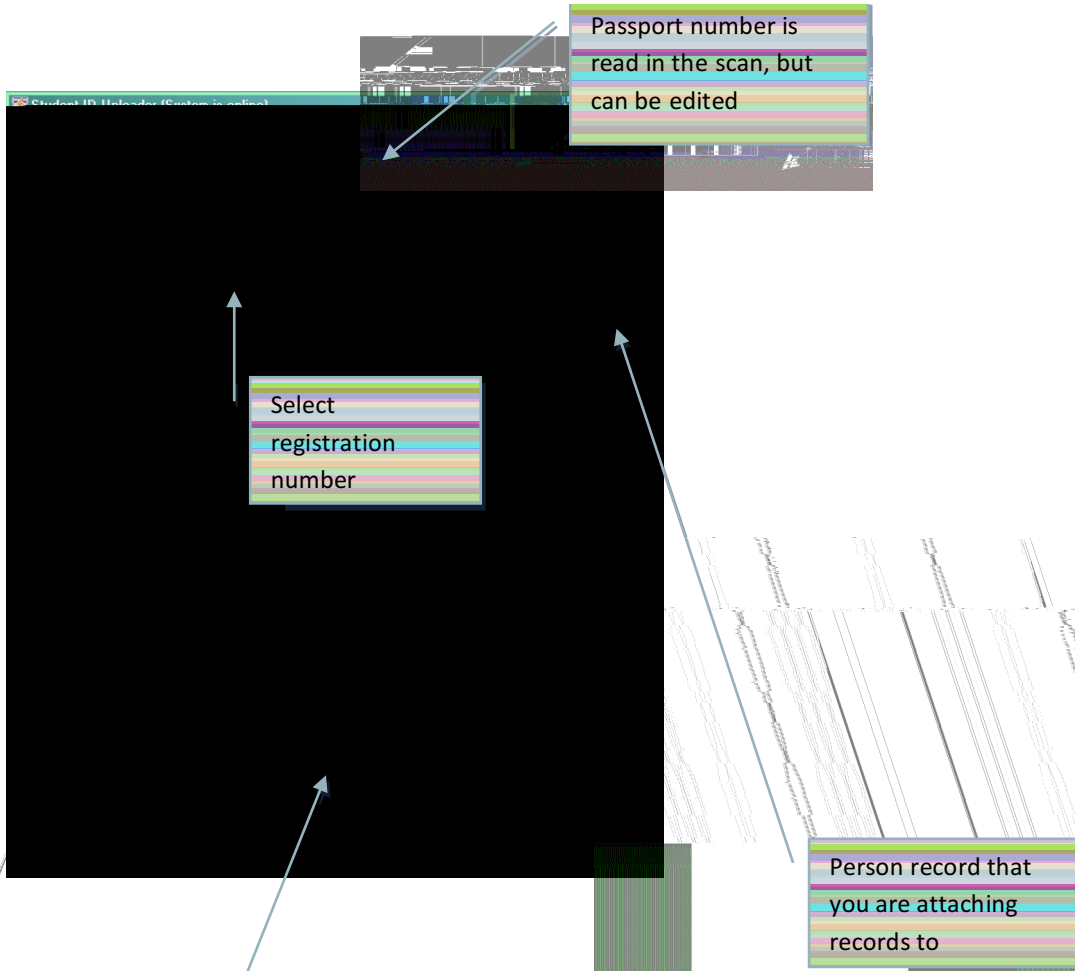
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-
- First enter the passport number on CMS (Personal Details form) if not already present.
 - Before scanning the passport, make sure that the 'C' option is set to 'Passport'.

- Scan the image section of the passport,
↙
- Hold the passport straight (not skewed)
- Make sure the bottom edge of the passport is flat against the edge of the scanner

- Do not hold the passport upside down
- Close the scanner lid before scanning (this will stop it moving)
 - Once in place click the ' ' button to scan the image.
 - **M** **ID** . If it doesn't either enter the correct passport or edit the passport number so that it is correct
 - Scan any further documents for the student, following the guidelines above. The number of scans you are about to upload are shown.
 - Check you are uploading images to the correct record.



- Enter the expiry date against the other documents (e.g. the visa expiry date).
- Click the ' F ' button
- Check back in CMS to make sure the correct files have been uploaded for the student

Set document type
(e.g. visa) and expiry