Steps to Assigning Students for School Nurses in ImmPRINT

1. After logging into the appropriate school, conduct student search for each student with the first three letters of the student's legal first name and DOB.

2. Search results will appear, select the correct student. If there is more than one student that appears to be a duplicate. Please submit to be merged.

3. Student details will then appear with blue folder tabs in a lateral position across the screen. Click on the tab that says "Student ID Follow Up".

4. You will now find fields for "Student ID #", "School Name", "Grade", and "Exemption" (if applicable). The "Follow Up" field should read "Active". Fill in these fields by typing or using drop down menu. "Student ID" number must be a unique identification alphanumeric.

5. Once these three fields are filled click the blue button to the left of these fields that says "Update". The information will not be saved unless you click the "Update" button.

6. Once this is done you will no longer see the pop up message stating "student is not assigned to this school" and you will be able to print Certificate of Immunization (COI) if the student is up to date with all school required immunizations.