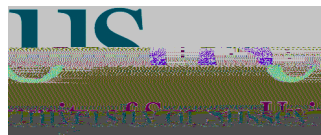


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<http://www.sussex.ac.uk/its/help/bishelp.php>



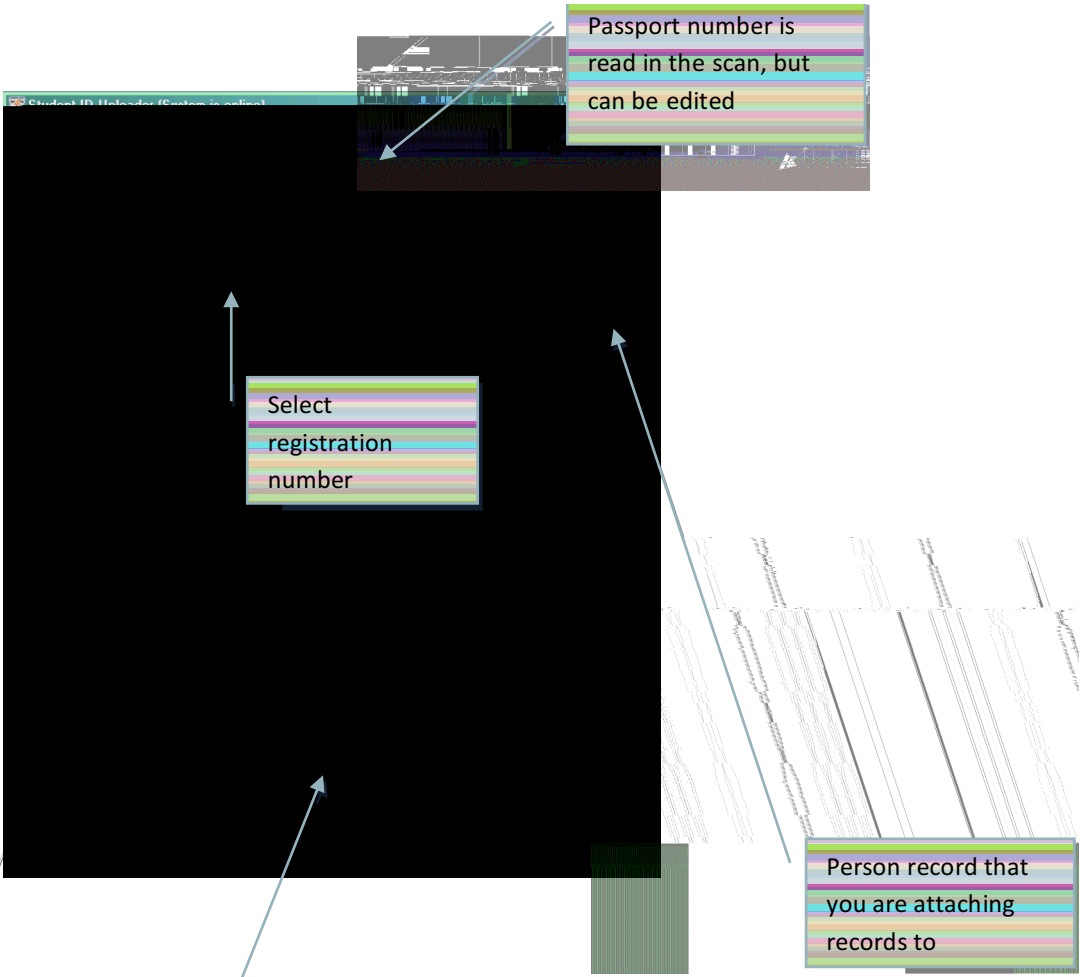
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- First enter the passport number on CMS (Personal Details form) if not already present.
  - Before scanning the passport, make sure that the 'C' option is set to 'Passport'.

- 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