**BARNSTABLE**
PUBLIC SCHOOLS
Achieving Excellence Together

# Mobile Capture Instructions

1. When registering your child you will have to choose the option to use mobile capture in the parent /guardian section. The question is as follows **"Would you like to receive a text message with a link to take a picture of your child's birth records, immunization etc."** Please select YES



* Cell Phone number

    (555)555-5555

    Alternate phone number

    (###)###-####

    Work phone number

    (###)###-####

    Work phone extension

* Would you like us to send you a text message with a link to take a picture of any documents you may not be able to provide at this time (carrier text and data rates may apply)?
    ○ Yes   ○ No

* Do you have an email address?
    ○ Yes   ○ No

* For students in grades 6-12 should this parent/guardian have Aspen family portal access (access to student academic information)?
    ○ Yes   ○ No

    **Physical Address**

* Do you live within the town of Barnstable?
    ○ Yes   ○ No

* Is this also your mailing address?
    ○ Yes   ○ No

* Does this individual live with the student?
    ○ Yes   ○ No

2. Once you complete the entire pre-registration, you will receive a text message with the link to upload all required documents. You **must** upload all required documents in order to schedule a virtual registration meeting.
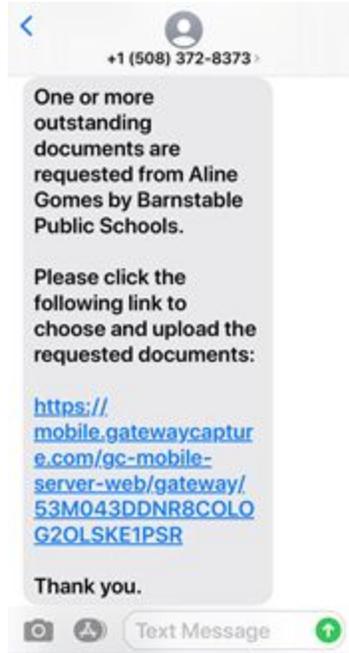
3. When you get the text with the link please click on the link which will open a web browser
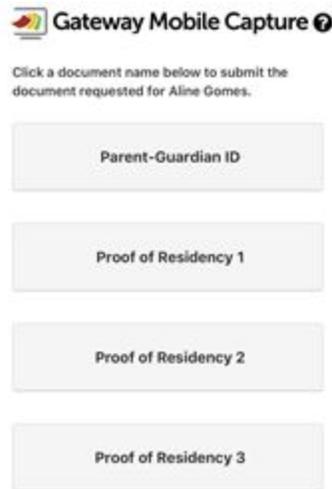


4. You will see the options for the documents to upload. You may select a pre-existing picture of your documents or take a **clear picture** with your cell phone.
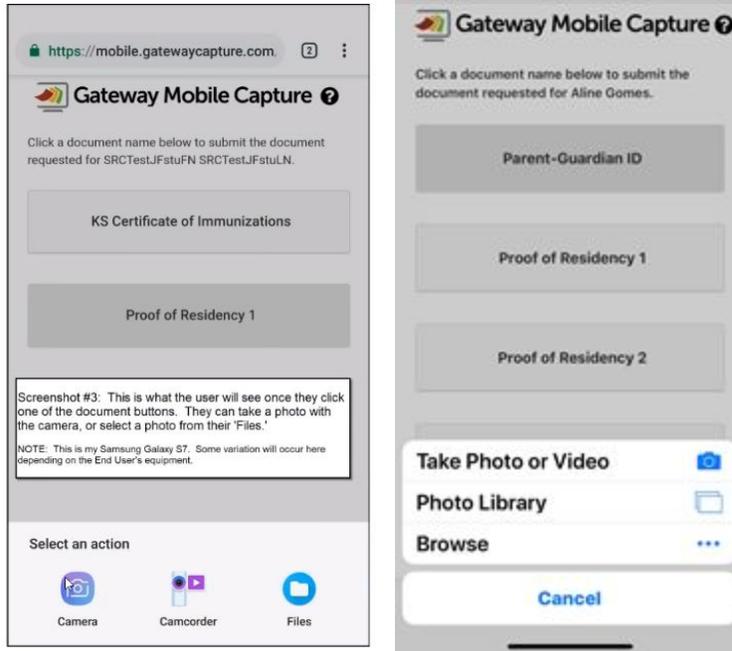
5. When you take the picture you have the option to click "retry" or click "ok" if you want to proceed. Once you are satisfied click "ok"



6. The next screen will give you 3 different options:
   a. Accept and add page- This is an option if you have a document with many pages. Example: A picture of the back of your ID with the updated address.
   b. Retake- If you want to retake the picture
   c. Accept and finish- Click this button if you are satisfied with the picture taken and you want to upload it. It is very important to note that once you click accept and finish

you cannot go back. Make sure the picture is clear and that you have attached the correct document.



7. Next you will be directed back to the main page to continue uploading the remaining documents. When you go back to the original page you will see that the document you uploaded has a green checkmark on it. This means you have successfully uploaded that document. To continue uploading the remaining documents repeat steps 4-6.
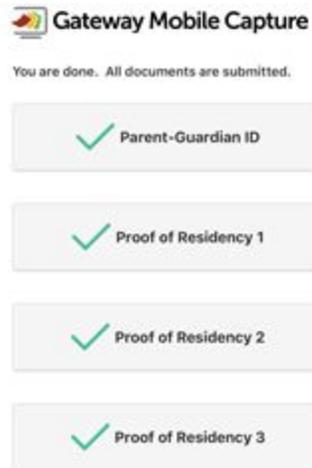


8. When all documents are uploaded you will see green arrows next to them. You **<u>must</u>** upload all required documents in order to schedule a virtual registration meeting.
Congratulations you are done!