



## Savannah-Chatham County Public Schools Uploading Help Document

Part of the online registration process includes uploading required documents. This document will provide instructions on digitizing the required documents for registration. SCCPSS is committed to keeping your student's information private while striving to streamline our registration procedures. **Do not, under any circumstances, email sensitive documents unless prior arrangements have been made with a staff member.**

We highly encourage caution to be used and practice online safety procedures when choosing an upload method. Please check all images/PDFs before uploading to ensure that the information is not blurry and can be easily read. Once all the documents are digitized, proceed with the application process. There will be a link where these digitized documents can be uploaded.

### Ways to digitize documents:



**Digital camera or Smartphone camera** - Any digital camera or phone can be used to take photos of documents. If using a digital camera or smartphone keep the following in mind:

- Make sure the document fits within the entire frame. This allows small details like dates to be easily recognized.
- Use the text or document setting on the camera if available
- If using the flash becomes a problem, hold the camera or document very still while taking the photo. Place the document on a table in a sunlit room and hold the camera steady while taking the photo.
- You may have to save your files to another location so that they can be accessed and uploaded from a desktop or laptop.



**Desktop scanner** - Be sure to use medium quality since high resolution can cause the file size to be too large for uploading. If the file is too large, the application will not accept the file.



**Webcam** - Although the result can be lower-quality compared to a digital camera or phone, it is possible to use a webcam to scan documents and save them to your laptop/desktop computer. Open your camera's software to locate the "screenshot" or "capture image" button to take a photo of your document. Hold the camera or document very still and use plenty of light in order to get a clear picture.

### Tips to keep in mind when making digital copies:

- Save files in a location that can be easily accessed while completing the Online Registration
- If using a scanner, be sure to clean the glass and use a resolution of at least 300 dpi.
- Lay documents on a flat surface and smooth out any heavy wrinkles or creases.
- If using a handheld camera/phone, be sure to get near sunlight and hold the camera very still for the clearest image. Zoom in on the image to ensure that details (such as the Date of Birth on a Birth Certificate) can be read.
- Make sure the document fits within the entire frame. This allows small details to be easily recognized.

### Other important details to keep in mind:



#### Internet Safety:

- The link accessed to complete the online application is a secure link. However, there are additional precautions to take if using a public computer or unsecured Wi-Fi.
- If you are unable to complete the online registration and document upload, please select the icon in the upper right corner and select Save & Sign Out. This will allow access to the information later.
- Once the Registration process is completed and the required documents are submitted successfully, please log out of the Registration page and close the browser window.
- Be sure to delete the saved files from any unsecured device once they have been uploaded through the registration process. We will maintain secure copies of documents for our records.

#### Requesting Assistance:

We are more than happy to help with any troubleshooting issues with the online application process. For issues digitizing documents, please consider reaching out to friends, family members, company who may be more familiar with the brand or device that is being used.