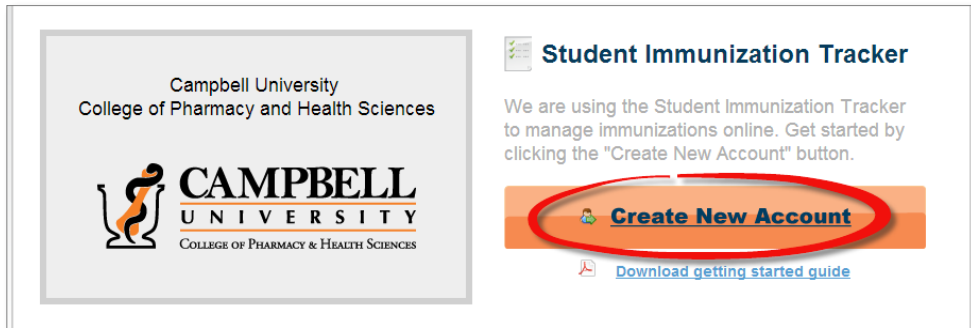# Getting Started Guide

Student Immunization Tracker

Create your Magnus Health Account

1. Visit magnushealth.com/cucphs/.

2. Click the "Create New Account" button.

3. Complete all fields, then click "Next Step" (do not change the pre-populated registration code).

4. Click "Select Now" next to the appropriate graduating class (a temporary password will be emailed to you after you finish creating your account).

Campbell University College of Pharmacy and Health Sciences

Create Account > **Select Tracker**

🪄 Please select your tracker for Campbell University College of Pharmacy and Health Sciences to continue *

Campbell University CPHS Class of 2014
Complete this tracker if you are in the graduating class of 2014   `Select Now`

Campbell University CPHS Class of 2013
Complete this tracker if you are a member of the graduating class of 2013   `Select Now`

Campbell University CPHS Class of 2012
Complete this tracker if you are a member of the graduating class of 2012.   `Select Now`

5. Click "Log in now" and enter your username and temporary password. You will then be prompted to create a new password to activate your account.

✅ **Your transaction has been approved!**

Wait! You are not done yet.

Check the email account (▓▓▓▓▓@▓▓▓▓▓.com) for an email from us containing your username and temporary password.

- Remember to check your spam or junk folder if you do not see the email within 15 minutes.

- To ensure delivery, please add service@magnushealthportal.com to your address book!

- Live Chat with us or call us at 1-877-461-6831 if you have any questions or do not receive the email.

`Log in now >>`

Magnus Health

Username:

Password:

🔒 **Login**   **Forgot your Username or Password?**

Completing your Requirements

Once you're logged in, you will be shown a brief instructional video, then taken to your Student Immunization Tracker homepage. Here you can view a list of your program requirements.

1. First, click the "Please Download" link in the yellow box under your name. Fill out the document and save it as a PDF on your computer.
2. Next, click "Attach Record" next to the Coversheet requirement.

3. Click "Choose File" to browse your computer for a PDF document of the corresponding record, then click "Upload Record." This will update the status to "Requirement Complete Pending School Approval."

4. Click "Upload New Record" to add more files to your account. Name each record and click the check box next to the name of the available requirement, then click "Save."

5. For requirements that do not apply to you, click "Attach Record," select "Not Applicable" in your list of records, then click "Save Requirement."