# Once logged into FACTS please select "Students" from the Left Side Menu



### Select the Student you would like to Edit

People Managemen	t
Student 🔹	-
Enrolled	
Substatus	*
District Wide Filter	
Next Year Filter	
Q Search by name	
Abraham, Dene	Select Student
Abr <mark>ah</mark> am, George	το Εαιτ
Allison, Gabrielle	

# Select "Medical" from the Right Side Menu.

×	Student Contact      123 test street, chicago, il, 6     Home Phone     iohn.doe@nelnet.net	Cell Phone Select "Medical"	Family Finance Interests Medical
	Current Enrolled - 07 Next Enrolled - 08	Student Information      DOB   1/1/2004     ID   1202340     UDID   ms 2827438	P/I Conference Portfolio Religion Report Card

### Select the "Immunizations" Tile



#### To enter a New Immunization Record "Double Click" on the Immunization Name

		mmur	izatio	าร				
ALC.	Check Co	mpliance	Immunizatio	on Clean Up	Shot Orde	r (Ascending)	Ŧ	٥
A.K.	Shot •~	Column	Column	Column	Column	Column	Column	Coli 🗄
PERSONAL INFO	DTP FLU 🗲	02/ "Do	uble Click	' on the				
UDID: ms 2827438 Grade: 07	HEP A HEP B	06/						
MEDICAL INFO	HIB							
Birth Date: 01/01/04 Age in Years: 17 Age in Months: 210	MMR POLIO			Double Cli mmunizat	ck" on the ion Name	2		•

#### Enter the Immunization Date or use the Calendar to select the date and select "Add Shot Record"

Edit Immunizat	ions		×
Shot Type	Grade Level	Birth Date	Age in Months
FLU	07	01/01/2004	210
	Date	Note	
Shot	02/06/2018		×
		Add Shot Record 🛛 🔶	"Double Click" on the Immunization Name

You can Exempt student from Vaccination and Enter Exemption Note. Select Save to Save your changes

Enter Exemption Note	Exempt Yes You can Exempt student from Vaccination Exemption Note
	Student had allergic reaction to shot   Save Select Save to   Save your changes