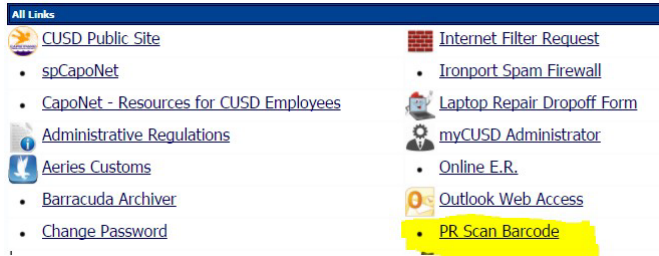
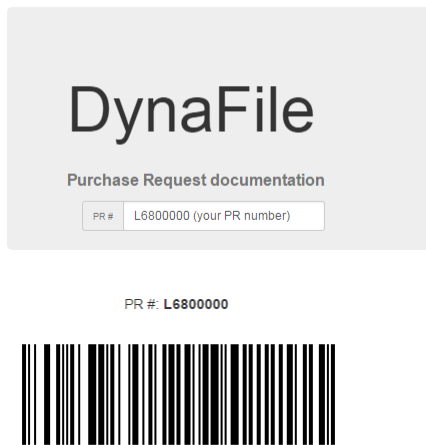


## PR Scanning Instructions

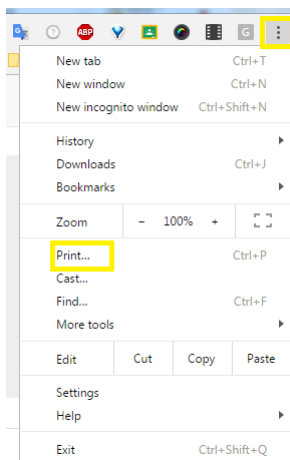
- 1) Complete PR creation process, note the PR number.
- 2) In browser (Google Chrome preferred), navigate to MyCUSD - <https://mycUSD.capousd.org>
- 3) Select "PR Scan" from list of links



- 4) In textbox, enter the PR number exactly. When entered correctly, a barcode should appear.

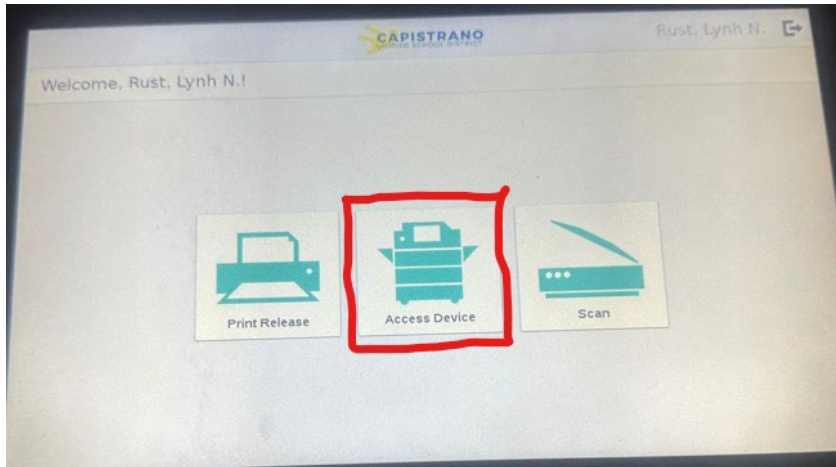


- 5) Print the page using the browsers print function – 3 pages will print

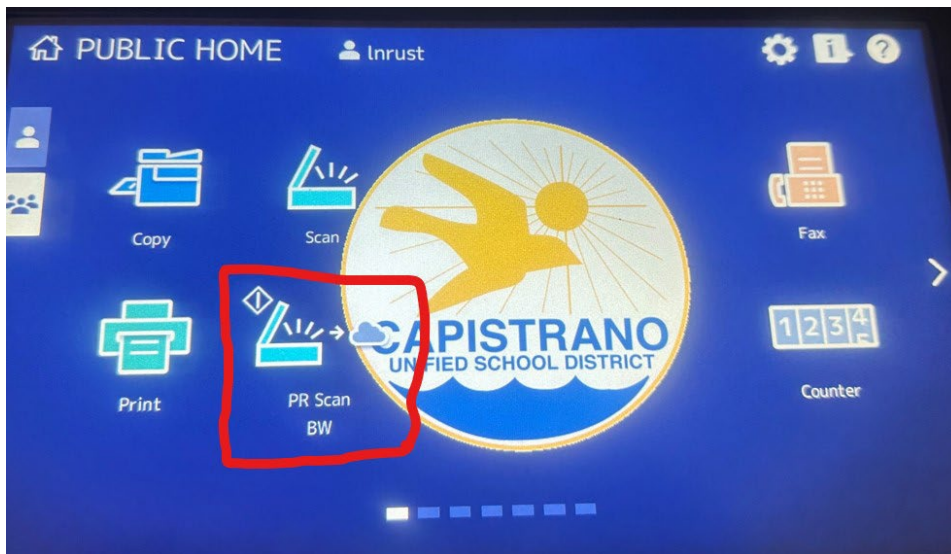


- 6) Prepare documentation

- 7) Sort paperwork to scan – page 1 & 2 of barcodes, documentation, then page 3 of barcodes
- 8) At Toshiba copier/scanner:
  - a. Select the “Access Device” icon



- b. Select the “PRScan”



- c. Scan paperwork

ALL DONE!