PR Scanning Instructions

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

All Links	
CUSD Public Site	Internet Filter Request
<u>spCapoNet</u>	Ironport Spam Firewall
 <u>CapoNet - Resources for CUSD Employees</u> 	aptop Repair Dropoff Form
Administrative Regulations	myCUSD Administrator
Aeries Customs	Online E.R.
<u>Barracuda Archiver</u>	Outlook Web Access
<u>Change Password</u>	PR Scan Barcode
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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

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New tab			Ctrl+T	
New windo	New window		Ctrl+N	
New incog	nito windo	w Ctrl+S	Shift+N	
History			×	
Downloads			Ctrl+J	
Bookmarks			+	
Zoom	- 1	00% +	50	
Print			Ctrl+P	
Cast				
Find			Ctrl+F	
More tools			+	
Edit	Cut	Сору	Paste	
Settings				
Help			+	
Exit	Ctrl+Shift+Q			

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