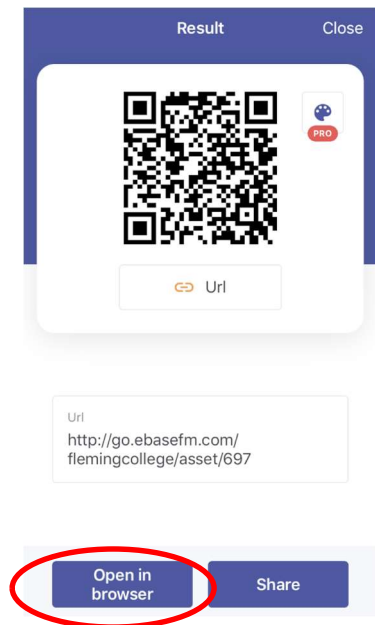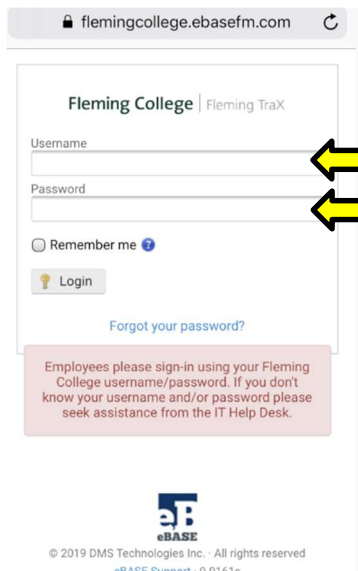# How to Access Fleming H&S Board Information

How to Access Fleming H&S Board Information by Scanning the Board's QR Code.

1. Open the camera on your mobile device.

2. Scan the QR code that is located at the bottom left hand corner of the H&S Information Board.

3. Click the option "Open in Browser"

4. You will be re-routed to eBase. Please use your Fleming username and password to sign in.

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5. Click the "Documents" tab at the top of the page.

6. Here you will see all documents that are uploaded for your campus's H&S Boards.

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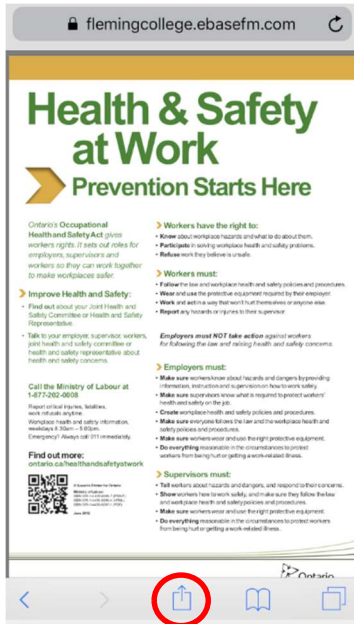**7.** Choose which document you would like to open and click on "View".

How to Print from this Screen

1. Starting after step 7 from the steps listed above, click on the "view" button of the document you wish to print.
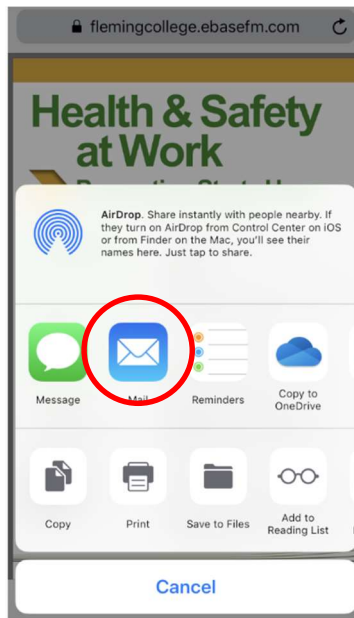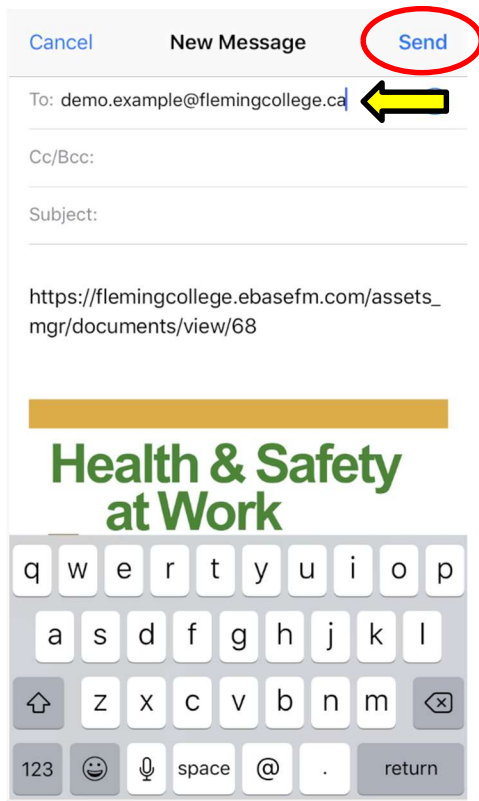

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2. Hit the "export" button on the bottom toolbar to send this document to your school email.

3. Click on the mail icon.

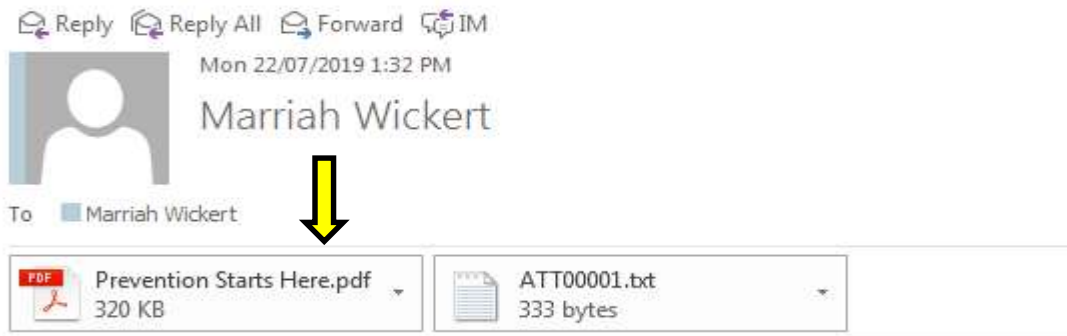**Fleming College**

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4. Enter your Fleming College email and then hit the send button.

5. Open your Outlook Inbox and open the email you just sent to yourself with the attachment.

6. Open the attachment and print.

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