



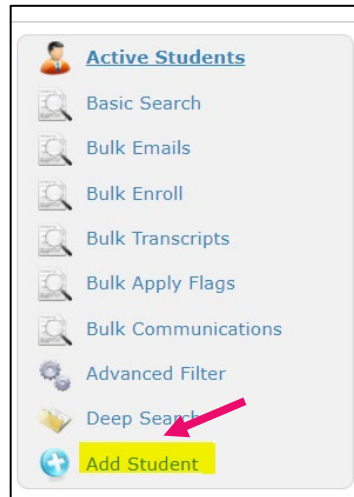
How to Manually Add Student(s) -

1. Login to the Genius Student Information System at <https://edm.geniussis.com> using your login credentials provided to you.

2. It is always best practice to search for the student name that is going to be enrolled, to avoid any duplication or confusion.
 - a. Begin by hovering over **Students** in the top toolbar.
 - b. Select **Active Students**, **Deep Search**, or another method to ensure the student is not already in the system.



- To add a student, select **Add Student** from the left-hand side menu or the Students drop down in the top bar, under Students.



- It is **required** to complete all fields highlighted in blue. It will not save until blue fields are complete.
- It is **strongly recommended** that all other fields are also completed at the time of enrollment.
- The student email is necessary and while it does not need to be functional, it does need to be universally unique. (For example: apple@redfruits.com)
- Entering Parent information is important for keeping communication channels open.

Basic Information

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Preferred Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Gender:	<input type="text" value="Select..."/>	Date of Birth:	<input type="text"/>
SSN:	<input type="text"/>	Affiliation:	<input type="text" value="Select..."/>
Secondary Affiliations:	<input type="text" value="Select Some Options"/>		
Notes:	<input type="text"/>		

- Select **Save** at the bottom of the screen.

