



Adding Students from the Students tab

1. Select the **Students** tab. A list of all students for your school or district will appear.

Sel	Mail	Edit	View	Id	Name	Organization	Student Type	Status	Enrs.
<input type="checkbox"/>				806	Aames, Willie	Cheers Academy of History	Part-Time	ACTIVE	2
<input type="checkbox"/>				426	Aardema, Verna	Caldecott Writing Program	Part-Time	ACTIVE	2
<input type="checkbox"/>				111	Abbott, Eugene Joseph	3rd Class Passengers	Part-Time	ACTIVE	1
<input type="checkbox"/>				764	Abbott, Hannah	Hogwarts School for the Gifted	Part-Time	ACTIVE	3
<input type="checkbox"/>				64	Abdel, de ABmas	ABC Tennessee School	Part-Time	ACTIVE	1

2. To add a student, select the green **add icon** at the bottom of the student list.



3. The screen refreshes to enable you to add in the information for your student. Once you have completed the fields and select **Save**.

Save **Cancel**

Student User Account Information

Account Status:

User Name: Password: [LMS Credentials](#)

Student Definition

Student Status: Student Code:

Student Personal Information

First Name: Middle Name:

Last Name: Suffix:

Date Of Birth (MM/DD/YYYY): Gender:

Program: Student Type:

IEP: Graduation Date (MM/DD/YYYY):

Student Comments:

4. A success grid appears at the top of the screen to signify the student has been added.

Edit Student Keaton, Buster			
Reference	Object	Operation	Additional Information
1159	User Account	Insert	Keaton, Buster
1139	Association Guardian To User Account	Insert	
102	User Account	Insert	Channing, Carol
3423	User Account Email Address	Insert	test@edmentum.com
1000	Email Address	Insert	test@edmentum.com