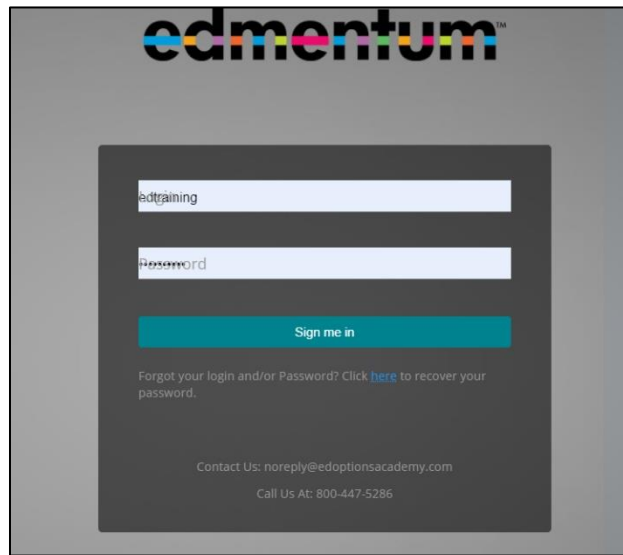


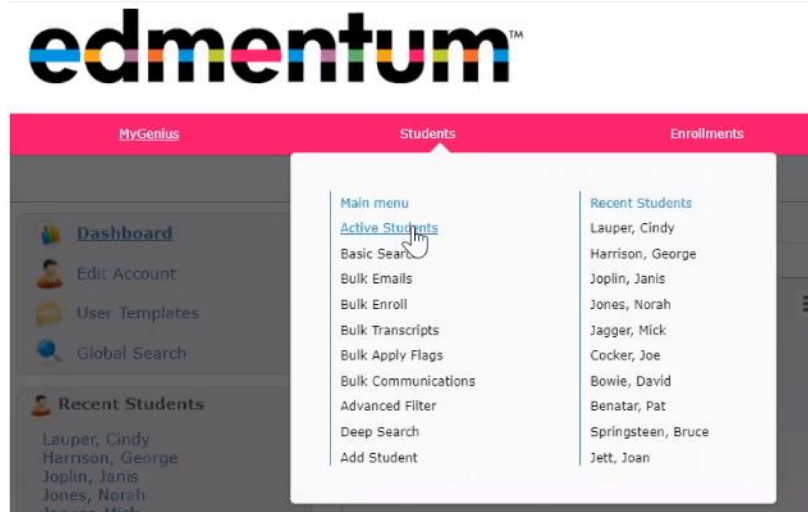


## Managing and Editing Students

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



2. Hover over **Students** in the top toolbar and select **Active Students**.





3. Type the student's name, select the appropriate Affiliation from the dropdown menu, and click **Get Data**.

Search criteria:

Name:  Affiliation:

[Get Data](#)

There are 20 active students in the system:

4. Click on the **name of the student** for whom you want to maintain information for.

Search criteria:

Name:

There is 1 active students in the system:

Student	ID
<a href="#">Benatar, Pat</a>	3626

5. Under "Main Information," on the left-hand side of the screen, click **Edit Information**.

- Main Information**
- [Main Page](#)
- [Edit Information](#)
- [External Files](#)
- [View Calendar](#)
- [Guardian Accounts](#)



6. Make any necessary changes to the data fields for that student.

**Basic Information**

First Name:	<input type="text" value="Pat"/>	Last Name:	<input type="text" value="Benatar"/>
Preferred Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Gender:	<input type="text" value="Female"/>	Date of Birth:	<input type="text" value="10/06/2011"/>
SSN:	<input type="text"/>	Affiliation:	<input type="text" value="Training Academy"/>
Secondary Affiliations:	<input type="text" value="Select Some Options"/>		
Notes:	<input type="text"/>		

**Address**

Street:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text" value="Select..."/>	Country:	<input type="text" value="Select..."/>
ZIP:	<input type="text"/>	Dwelling Type:	<input type="text" value="Select..."/>
Email:	<input type="text" value="pbenatar@edmentum.com"/>	Phone:	<input type="text"/>
Country of Birth:	<input type="text" value="Select..."/>	Citizenship:	<input type="text" value="Select..."/>
Race:	<input type="text" value="Unknown"/>	Hispanic:	<input type="text" value="Select..."/>

**Academic**

Status:	<input type="text" value="ACTIVE"/>	Enrollment Status:	<input type="text" value="Select..."/>
Grade Level:	<input type="text" value="3"/>		



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

✔ Student profile was saved.