

Adding a New Student

Adding a new student to your account is easy. Click your name up top [the user clicks “Welcome, (Name)”] and select **My Students**. Now let’s add that new student [click the **Add Student** button on the My Students screen]. Select your student’s school and enter all the required information [The district is selected automatically to match the students already on the user’s account; if the student being added is going to a different district, click the down arrow next to the district’s name at the top of the screen and select **(Add another school district)**]. Remember: the information you enter must match your district’s student information exactly [the required information may vary depending on the district’s settings, but it may include the student’s full name, student ID, and birthdate]. Not sure what your student’s information is? That’s okay. Just reach out to your student’s school directly for assistance [the user may do this by clicking the **Don’t have your child’s student ID** link and following the instructions on the following screen].