



ASCENDER GUIDES



**enroll\_new\_student\_step4**



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Any existing students added to your account are listed.

If you are in the process of adding a student, the enrollment key is displayed in place of the student's name.

The screenshot shows a four-step enrollment process on the left: Step 1 (Enrollment Overview), Step 2 (Enrollment Key), Step 3 (Addresses & Contacts), and Step 4 (Student Information). Step 4 is highlighted in yellow. To the right, the 'Student Information' section shows a table with one student, Barry Gibb Holland. Above the table are 'Edit Data' and 'Remove' links. Below the table is a 'Selected Student:' section with the instruction 'Select a new student student list above.' A red triangle points to the 'Enter Student Info.' button in the table.

| Student Name       | Edit Data                           | Remove                 |
|--------------------|-------------------------------------|------------------------|
| Barry Gibb Holland | <a href="#">Enter Student Info.</a> | <a href="#">Remove</a> |

**Selected Student:**  
Select a new student student list above.

Click **Enter Student Info** for the student. Fields are displayed allowing you to select the student's address and contacts and enter additional information.

For the **Selected Student**:

|                            |  |
|----------------------------|--|
| <b>Address Information</b> | <p>Select an address for the student from the drop-down list. These are the addresses entered in <b>Step 3</b>.</p> <p>If you need to add another address, you can click <b>Return to Step 3</b> to add another address, and then return to Step 4.</p> <div><p><b>Address Information</b></p><p>Select an address for this student:</p><p>1010 second street ▼</p><p><a href="#">RETURN TO STEP 3</a> Click here to add or edit an address.</p></div> |
|----------------------------|--|

**Contact Information**

Select contacts for the student from those entered in **Step 3**:

- From the list of contacts, select up to four who should be listed as contacts for the student.
- Of those selected as contacts, select the **Primary Contact** option for the one who is the student's primary contact.

If you need to add another contact, you can click **Return to Step 3** to add another contact, and then return to Step 4.

Select your contact(s) below.

| Select                              | Name           | Primary Contact?                 |
|-------------------------------------|----------------|----------------------------------|
| <input checked="" type="checkbox"/> | BRENDA HOLLAND | <input checked="" type="radio"/> |
| <input checked="" type="checkbox"/> | GERALD HOLLAND | <input type="radio"/>            |

[RETURN TO STEP 3](#) Click here if you need to add or edit a contact.

**student demographic information**

Enter student demographic data in the fields provided.

**Student Information**

Selected Student: Barry Gibb Holland [Choose Another Student](#)

|                                |  |
|--------------------------------|--|
| First Name                     | Barry  |
| Middle Name                    | Gibb   |
| Last Name                      | Holland  |
| Generation                     | <input type="button" value="v"/>                                   |
| Nickname                       | <input type="text"/>   |
| Date of Birth                  | 01/19/2004   |
| Sex                            | <input checked="" type="radio"/> Male <input type="radio"/> Female |
| Student Email Address          | barry@email.com  |
| Student Cell Phone             | (555) 324-9329   |
| SSN                            | 390-48-3295  |
| Hispanic/Latino                | <input checked="" type="radio"/> No <input type="radio"/> Yes      |
| American Indian/Alaskan Native | <input checked="" type="radio"/> No <input type="radio"/> Yes      |
| Asian                          | <input checked="" type="radio"/> No <input type="radio"/> Yes      |

[Cancel](#)

[Save and Submit later](#)

or

[Save and Continue](#)

You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

Click **Save and Continue**.

Or, click **Save and Submit later** if you have not completed all information and need to continue at a later time.



## Back Cover