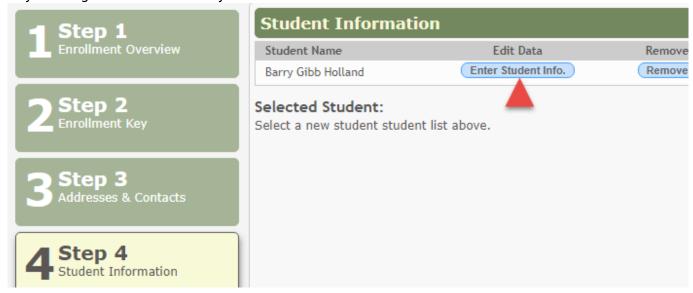


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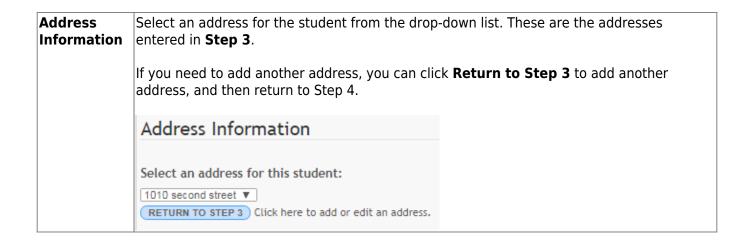
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Any existing students added to your account are listed.



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.



Contact Information

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

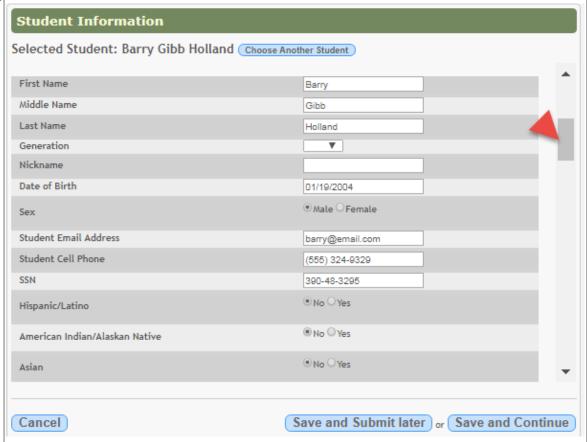
- From the list of contacts, select up to four who should be listed as contacts for the student.
- Of those selected as contacts, select the **Primary Contact** option for the <u>one</u> who is the student's primary contact.

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



student demographic information

Enter student demographic data in the fields provided.



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**. The Step 5 - Enrollment Forms page opens.

Or, click **Save and Submit later** if you have not completed all information and need to continue at a later time. A message is displayed indicating that the data is saved but not submitted for district processing. You can return at a later time to complete the process.



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