



## Create member records



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[Grants and Projects > Tables > SSA Members > Member Information](#)

Add and maintain member data. Fiscal agents can use the Security Administration application to limit the users who can view this information.

Member Information records cannot be deleted; however, they can be set to inactive.

The screenshot shows a web application interface for creating member records. At the top, there is a breadcrumb trail: "Tables > SSA Members" and a dropdown menu "Grants And". Below this is a "Save" button. A search bar contains "Member: 654321 : ASCENDER Academy", followed by "Retrieve", "Directory", and "Add" buttons. A large black arrow points down to the "Add" button. The form is divided into two sections: "MEMBER INFORMATION" and "BANK CODE". Under "MEMBER INFORMATION", there are fields for "County District Nbr" (654321), "Member Name" (ASCENDER Academy), "Region" (20), "Status" (Active), and "Vendor" (13060 : TRN INC). Under "Main Contact", there are fields for "Contact Name" (Mr. Rome Marr) and "E-mail" (contact@info.com).


Click **Add** to add a new member record.

Under **Member Information:**

|                            |   |
|----------------------------|---|
| <b>County District Nbr</b> | Type a six-digit county-district number. This field is required.  |
| <b>Member Name</b>         | Type the member name. This field can be a maximum of 35 alphanumeric characters. Special characters are limited to the following: apostrophe, colon, comma, and dash. This field is required.   |
| <b>Region</b>              | Click  to select the two-digit Education Service Center (ESC) region number. This field is required.  |
| <b>Vendor</b>              | Type a valid vendor name or number. If the vendor number is not known, click  to select a vendor from the <a href="#">Vendors directory</a> .<br><br>The Vendors directory is populated from the vendor records established on the <a href="#">Finance &gt; Maintenance &gt; Vendor Information &gt; Vendor Name/Address</a> tab. This field is required. |
| <b>Status</b>              | Click  to select the member's status (i.e., <i>Active</i> or <i>Inactive</i> ). This field is required.   |

Under **Main Contact:**

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|               |   |
|---------------|---|
| <b>Title</b>  | Click  to select a legal title for the contact person. |
| <b>First</b>  | Type the contact's first name. This field can be a maximum of 50 characters.  |
| <b>Last</b>   | Type the contact's last name. This field can be a maximum of 50 characters.   |
| <b>E-mail</b> | Type the contact's e-mail address. This field can be a maximum of 100 characters.   |

Click **Save**.