



Create member records

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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 adding a new member record. At the top, there is a breadcrumb trail: "Tables > SSA Members" and a dropdown menu for "Grants And". Below this is a "Save" button and a "Member:" field containing "654321 : ASCENDER Academy". To the right of the Member field are buttons for "Retrieve", "Directory", and "Add". A large black arrow points to the "Add" button. Below the Member field, there are two tabs: "MEMBER INFORMATION" (selected) 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). Below this is a "Main Contact" section with fields for "Contact Name" (Mr. Rome Marr) and "E-mail" (contact@info.com). The Contact Name field is split into Title (Mr.), First (Rome), and Last (Marr).

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

Under **Member Information:**

County District Nbr	Type a six-digit county-district number. This field is required.
Member Name	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.
Region	Click to select the two-digit Education Service Center (ESC) region number. This field is required.
Vendor	Type a valid vendor name or number. If the vendor number is not known, click to select a vendor from the Vendors directory . The Vendors directory is populated from the vendor records established on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab. This field is required.
Status	Click to select the member's status (i.e., <i>Active</i> or <i>Inactive</i>). This field is required.

Under **Main Contact:**

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

Click **Save**.