



Create member records

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Add member data to create a member record. 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 interface for adding a member record. At the top, there is a breadcrumb trail: 'Tables > SSA Members' and a dropdown menu 'Grants And'. Below this is a 'Save' button and a search bar containing '654321 : ASCENDER Academy'. To the right of the search bar are buttons for 'Retrieve', 'Directory', and 'Add'. A large black arrow points to the 'Add' button. Below the search bar are two tabs: 'MEMBER INFORMATION' (selected) and 'BANK CODE'. The 'MEMBER INFORMATION' section contains the following fields: County District Nbr (654321), Member Name (ASCENDER Academy), Region (20), Status (Active), and Vendor (13060 : TRN INC). The 'Main Contact' section contains: Contact Name (Mr. Rome Marr) with sub-fields for Title (Mr.), First (Rome), and Last (Marr), and E-mail (contact@info.com).

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**.