



Create member records

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

Add member LEA 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 creating member records. At the top, there's a breadcrumb trail: 'Tables > SSA Members'. A green bar on the right contains a dropdown menu with 'Grants And' selected. Below this is a 'Save' button. A search bar contains '654321 : ASCENDER Academy', with 'Retrieve', 'Directory', and 'Add' buttons to its right. A large black arrow points down to the 'Add' button. The form is divided into 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 the 'Main Contact' section with fields for 'Contact Name' (Mr. Rome 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**.