



Create member records

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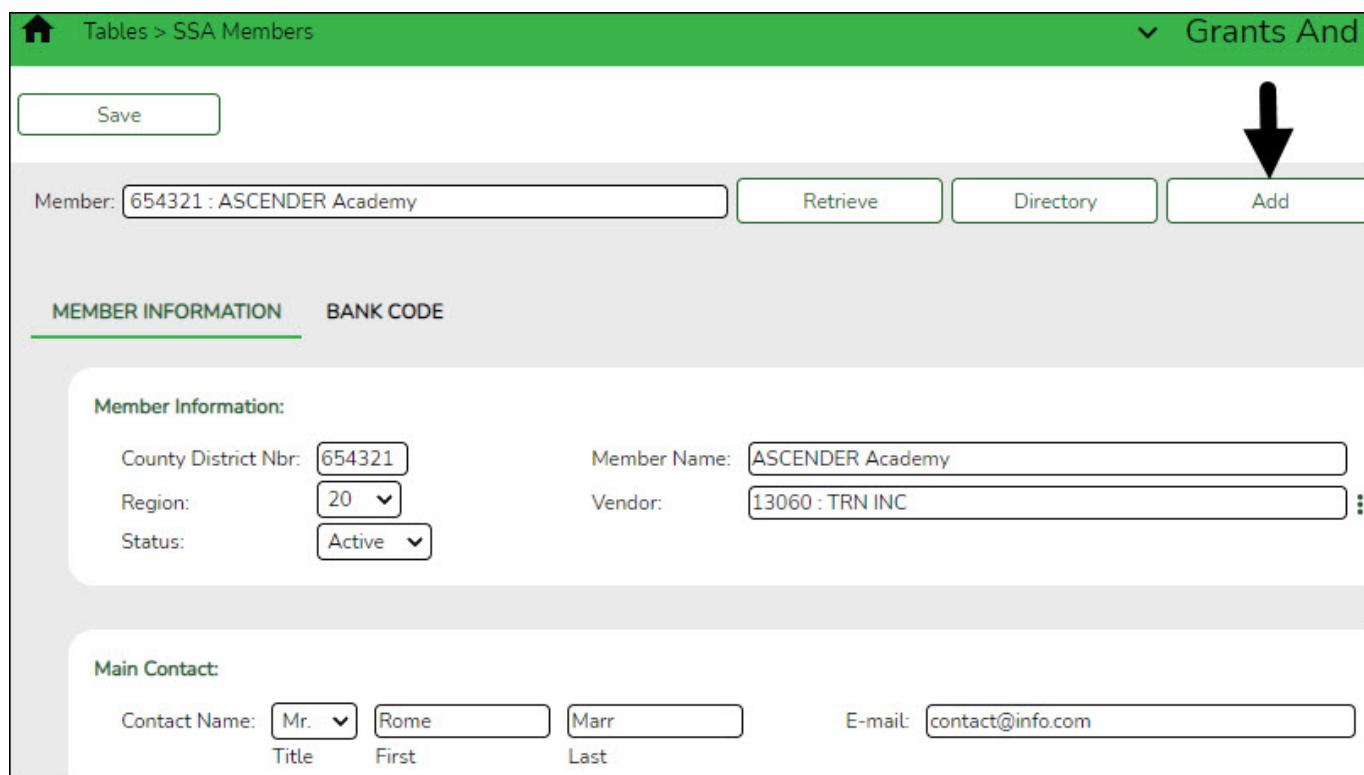
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Create member records

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 an inactive status.



The screenshot shows the 'Tables > SSA Members' interface. At the top, there is a green header bar with a 'Save' button. Below the header, a toolbar contains buttons for 'Member' (with value '654321 : ASCENDER Academy'), 'Retrieve', 'Directory', and 'Add'. The 'Add' button is highlighted with a large black arrow pointing down to it. The main content area is divided into two tabs: 'MEMBER INFORMATION' (which is selected) and 'BANK CODE'. Under 'MEMBER INFORMATION', there is a section for 'Member Information' with fields for 'County District Nbr' (set to '654321'), 'Region' (set to '20'), and 'Status' (set to 'Active'). To the right, there are fields for 'Member Name' (set to 'ASCENDER Academy') and 'Vendor' (set to '13060 : TRN INC'). Below this, there is a 'Main Contact' section with fields for 'Contact Name' (set to 'Mr. Rome Marr'), 'Title' (set to 'First'), 'Last', and 'E-mail' (set to '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**.