



ASCENDER GUIDES



enroll_new_student_step4

Table of Contents

Any existing students added to your account are listed.

If you are in the process of adding a student, the enrollment key is displayed in place of the student's name.

The screenshot shows a four-step enrollment process on the left and a 'Student Information' table on the right. The steps are:

- Step 1** Enrollment Overview
- Step 2** Enrollment Key
- Step 3** Addresses & Contacts
- Step 4** Student Information

The 'Student Information' table has the following structure:

Student Name	Edit Data	Remove
Barry Gibb Holland	Enter Student Info.	Remove

Below the table, it says 'Selected Student: Select a new student student list above.' A red triangle points to the 'Enter Student Info.' button.

Click **Enter Student Info** for the student. Fields are displayed allowing you to select the student's address and contacts and enter additional information.

For the **Selected Student**:

Address Information	<p>Select an address for the student from the drop-down list. These are the addresses entered in Step 3.</p> <p>If you need to add another address, you can click Return to Step 3 to add another address, and then return to Step 4.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Address Information</p> <hr/> <p>Select an address for this student:</p> <p>1010 second street ▼</p> <p>RETURN TO STEP 3 Click here to add or edit an address.</p> </div>
----------------------------	---

Contact Information

Select contacts for the student from those entered in **Step 3**:

- From the list of contacts, select up to four who should be listed as contacts for the student.
- Of those selected as contacts, select the **Primary Contact** option for the one who is the student's primary contact.

If you need to add another contact, you can click **Return to Step 3** to add another contact, and then return to Step 4.

Select your contact(s) below.

Select	Name	Primary Contact?
<input checked="" type="checkbox"/>	BRENDA HOLLAND	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	GERALD HOLLAND	<input type="radio"/>

[RETURN TO STEP 3](#) Click here if you need to add or edit a contact.

student demographic information

Enter student demographic data in the fields provided.

Student Information

Selected Student: Barry Gibb Holland [Choose Another Student](#)

First Name	<input type="text" value="Barry"/>
Middle Name	<input type="text" value="Gibb"/>
Last Name	<input type="text" value="Holland"/>
Generation	<input type="text" value="▼"/>
Nickname	<input type="text"/>
Date of Birth	<input type="text" value="01/19/2004"/>
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
Student Email Address	<input type="text" value="barry@email.com"/>
Student Cell Phone	<input type="text" value="(555) 324-0329"/>
SSN	<input type="text" value="390-48-3295"/>
Hispanic/Latino	<input checked="" type="radio"/> No <input type="radio"/> Yes
American Indian/Alaskan Native	<input checked="" type="radio"/> No <input type="radio"/> Yes
Asian	<input checked="" type="radio"/> No <input type="radio"/> Yes

[Cancel](#)
[Save and Submit later](#) or [Save and Continue](#)

You may need to use both vertical and horizontal scroll bars to see all of the fields. These scroll bars are independent of the main browser window and control only the **Student Information** section.

Click **Save and Continue**.

Or, click **Save and Submit later** if you have not completed all information and need to continue at a later time.



Back Cover