



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.

Student Name	Edit Data	Remove
Barry Gibb Holland	<a href="#">Enter Student Info.</a>	<a href="#">Remove</a>

**Selected Student:**  
Select a new student student list above.

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.

If you are in the process of adding a student, **Selected Student** displays the enrollment key instead of the student's name.

**1 Step 1**  
Enrollment Overview

**2 Step 2**  
Enrollment Key

**3 Step 3**  
Addresses & Contacts

**4 Step 4**  
Student Information

**5 Step 5**  
Enrollment Forms

**6 Step 6**  
Final Steps

**Student Information**

Selected Student: hheee9AHAWxJkGA3

[Choose Another Student](#)

**Address Information**

Select an address for this student:

1010 second street ▼

[RETURN TO STEP 3](#) Click here to add or edit an address.

**Select your contact(s) below.**

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

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

First Name

Middle Name

Last Name

<b>Address Information</b>	<p>Select an address for the student from the drop-down list. These are the addresses entered in <b>Step 3</b>.</p> <p>If you need to add another address, you can click <b>Return to Step 3</b> to add another address, and then return to Step 4.</p> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 10px;"> <p><b>Address Information</b></p> <p>Select an address for this student:</p> <p>1010 second street ▼</p> <p><a href="#" style="border: 1px solid #4f7942; border-radius: 5px; padding: 2px 5px; color: #4f7942;">RETURN TO STEP 3</a> Click here to add or edit an address.</p> </div>									
<b>Contact Information</b>	<p>Select contacts for the student from those entered in <b>Step 3</b>:</p> <ul style="list-style-type: none"> <li>From the list of contacts, select up to four who should be listed as contacts for the student.</li> <li>Of those selected as contacts, select the <b>Primary Contact</b> option for the <u>one</u> who is the student's primary contact.</li> </ul> <p>If you need to add another contact, you can click <b>Return to Step 3</b> to add another contact, and then return to Step 4.</p> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 10px;"> <p><b>Select your contact(s) below.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 15%;">Select</th> <th style="width: 60%;">Name</th> <th style="width: 25%;">Primary Contact?</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>BRENDA HOLLAND</td> <td style="text-align: center;"><input type="radio"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>GERALD HOLLAND</td> <td style="text-align: center;"><input type="radio"/></td> </tr> </tbody> </table> <p><a href="#" style="border: 1px solid #4f7942; border-radius: 5px; padding: 2px 5px; color: #4f7942;">RETURN TO STEP 3</a> Click here if you need to add or edit a contact.</p> </div>	Select	Name	Primary Contact?	<input checked="" type="checkbox"/>	BRENDA HOLLAND	<input type="radio"/>	<input checked="" type="checkbox"/>	GERALD HOLLAND	<input type="radio"/>
Select	Name	Primary Contact?								
<input checked="" type="checkbox"/>	BRENDA HOLLAND	<input type="radio"/>								
<input checked="" type="checkbox"/>	GERALD HOLLAND	<input type="radio"/>								

**student demographic information**

Enter student demographic data in the fields provided.

**Student Information**

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

First Name	Barry
Middle Name	Gibb
Last Name	Holland
Generation	<input type="text"/>
Nickname	<input type="text"/>
Date of Birth	01/19/2004
Sex	<input checked="" type="radio"/> Male <input type="radio"/> Female
Student Email Address	barry@email.com
Student Cell Phone	(555) 324-9329
SSN	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