



## **Add Demographic Information**



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The following steps describe adding a student who has never had a record in the district.

### **Registration > Maintenance > Student Enrollment**



Leave **Student** and **Texas Unique Stu ID** blank, and click **Retrieve**.

Depending on the setting of the **Auto Assign Student I** field on Registration > Maintenance > District Profile > District Information > District Maintenance > Control Info, the following occurs:

- If **Auto Assign Student ID** is selected, the next state ID is automatically assigned to students. The following pop-up message is displayed:



Click **OK**.

- If **Auto Assign Student ID** is *not* selected, you must enter an ID number for the student. The following message is displayed at the top of the page:



- In the **Student** field, type an unused six-digit student ID.
- Click **Retrieve**.

The Demo1 tab opens with blank fields allowing you to enter the student's full name and all required demographic data for the student.

## **Add Demographic Information**

The Demo1 tab is one of three tabs where you can enter the student's demographic data.

### **Registration > Maintenance > Student Enrollment > Demo1**





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