ASCENDER GUIDES

# Create member records

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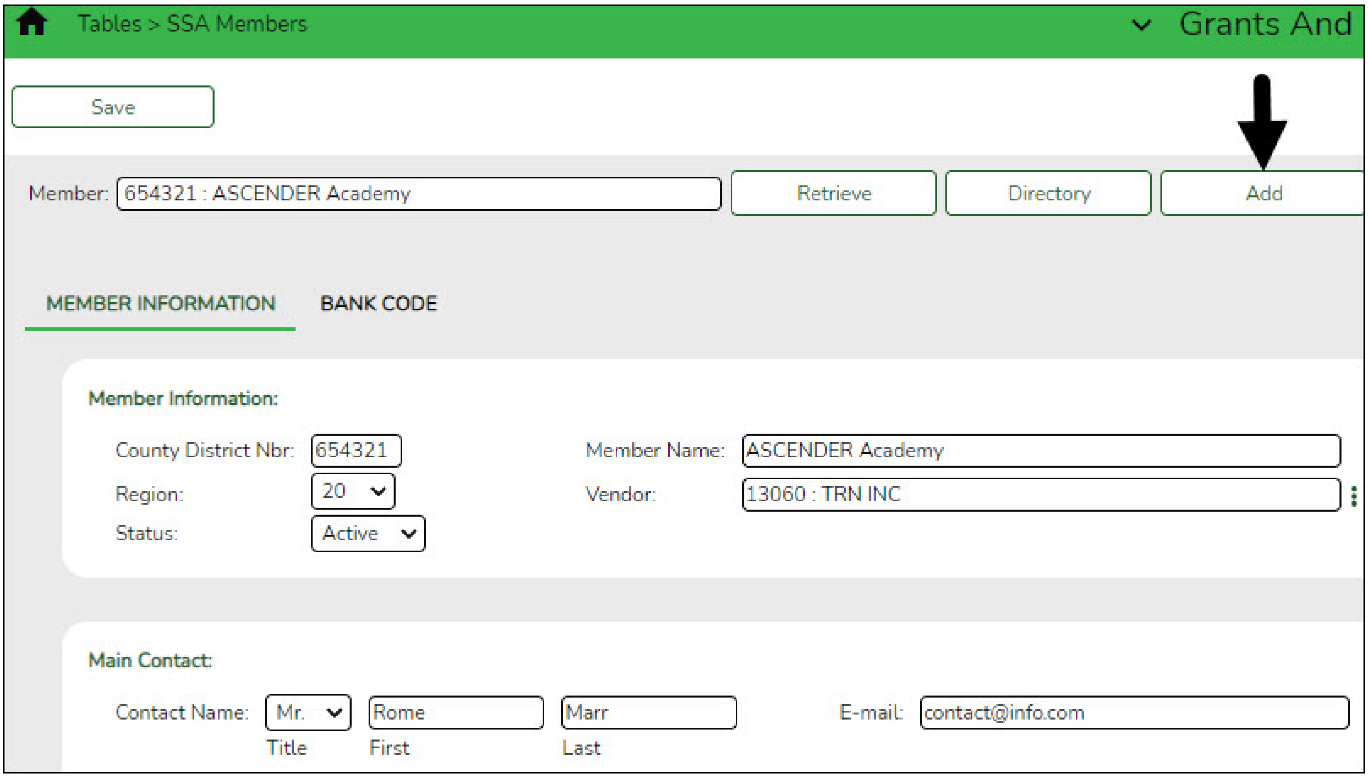
## Create member records

Grants and Projects > Tables > SSA Members > Member Information

Add member data to create a member record. Member information records cannot be deleted; however, they can be set to an inactive status.

For privacy purposes, fiscal agents can use the Security Administration application to limit the users who can view this information.




❏ 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.<br><br>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., *Active* or *Inactive*). 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**.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