



## Create member records



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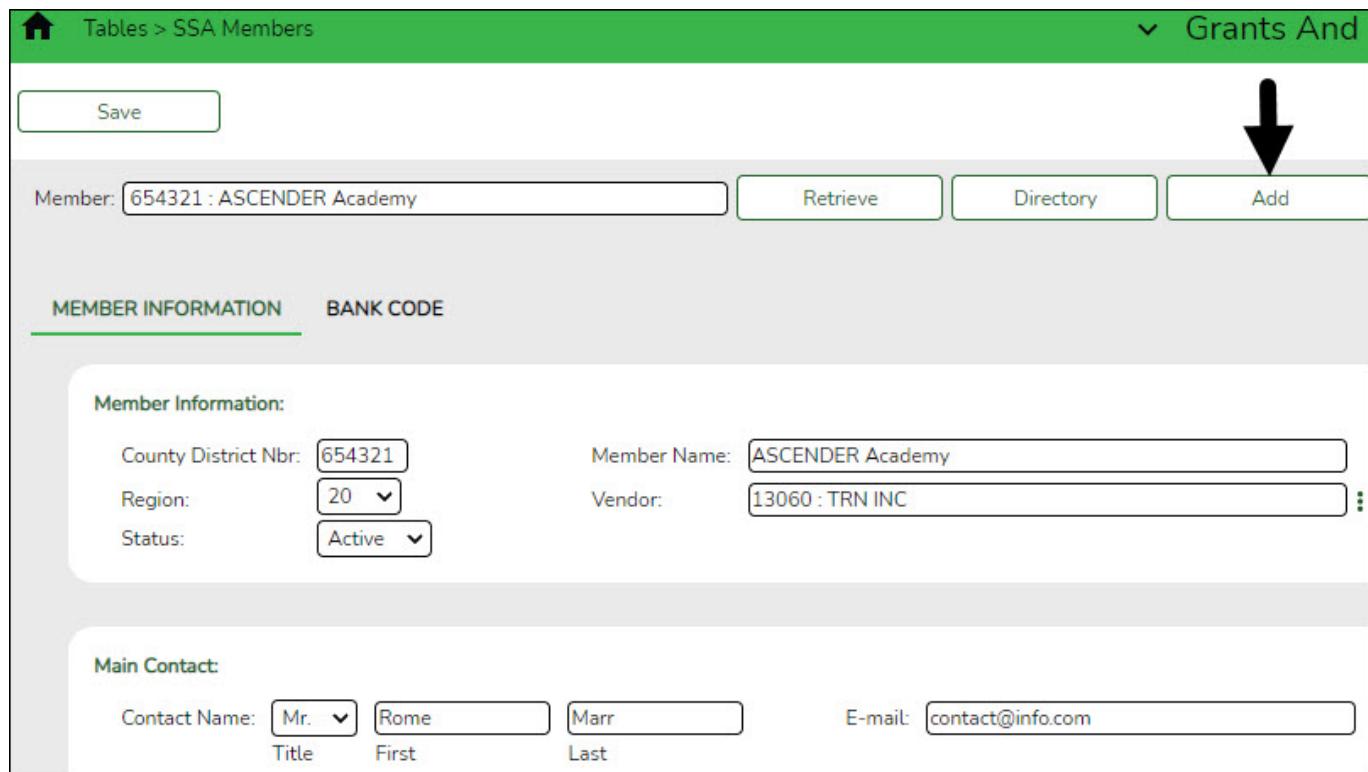


## Create member records

### Grants and Projects > Tables > SSA Members > Member Information

Add member data to create a member record. 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 inactive.



The screenshot shows the 'Tables > SSA Members' interface. At the top, there is a green header bar with a 'Save' button. Below the header, there is a toolbar with buttons for 'Member' (containing '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' (654321), 'Region' (20), 'Status' (Active), 'Member Name' (ASCENDER Academy), and 'Vendor' (13060 : TRN INC). Below this, there is a 'Main Contact' section with fields for 'Contact Name' (Mr. Rome Marr), 'Title' (First), 'Last', and 'E-mail' (contact@info.com).

Click **Add** to add a new member record.

Under **Member Information:**

<b>County District Nbr</b>	Type a six-digit county-district number. This field is required.
<b>Member Name</b>	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.
<b>Region</b>	Click  to select the two-digit Education Service Center (ESC) region number. This field is required.
<b>Vendor</b>	Type a valid vendor name or number. If the vendor number is not known, click  to select a vendor from the <a href="#">Vendors directory</a> .  The Vendors directory is populated from the vendor records established on the <a href="#">Finance &gt; Maintenance &gt; Vendor Information &gt; Vendor Name/Address</a> tab. This field is required.
<b>Status</b>	Click  to select the member's status (i.e., <i>Active</i> or <i>Inactive</i> ). This field is required.

Under **Main Contact:**

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<b>Title</b>	Click  to select a legal title for the contact person.
<b>First</b>	Type the contact's first name. This field can be a maximum of 50 characters.
<b>Last</b>	Type the contact's last name. This field can be a maximum of 50 characters.
<b>E-mail</b>	Type the contact's e-mail address. This field can be a maximum of 100 characters.

Click **Save**.



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