



ASCENDER GUIDES



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Step 3 allows you to add physical addresses and mailing addresses for the student, family members, and other contacts.

Family Addresses

Any existing addresses for the student and family are listed. You can enter multiple sets of addresses if needed.

Add address:

Click **Add Address** to add an address. The Address Manager window opens.

Type the complete address in the fields provided.

Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.

Edit address:

Click **Edit** next to the address to edit an existing address. The Address Manager window opens.

Update the fields as needed.

Click **Save Changes**. The button is at the bottom of the window and you may need to scroll down to see it.

HELPFUL FEATURE: As you initially enter address information (street number, street name, city, state, and zip), it is automatically stored so it can be reused to prefill the fields when you are completing multiple forms that contain address fields.

Once you have entered address data, when you click in a blank field for which data can be prefilled, a blue box is displayed which contains the most recent address data entered so far. When you click the blue box, the address fields are automatically filled with the stored information.

Street Number (Physical)	1010
Street Name (Physical)	Second Street
Street Direction (Physical)	
Apartment Number (Physical)	
City (Physical)	Greatown
State (Physical)	TEXAS ▼
Zip (Physical)	78222
Zip4 (Physical)	
Street Number (Mailing)	1010
Street Name (Mailing)	
Street Direction (Mailing)	

Click the below address to prefill

Street Number:1010
Street Name:Second Street
City:Greatown
State:TX
Zip Code:78222

This feature works when adding or editing address data in either the **Family Addresses** window or the **Family Contacts** window.

Family Contacts Existing contact information for all of the student's family and emergency contacts. Add contacts as needed.

Add a contact:

Click **Add Contact** to add a contact. The Family Contacts window opens.

Family Contacts

Contact: First Name

Contact: Middle Name

Contact: Last Name

Contact: Generation

Contact: Relation

Contact: Emergency Contact ☐ Yes ☐ No

Contact: Migrant ☐ Yes ☐ No

Contact: Street Number

Contact: Street Name

Contact: Apartment Number

Contact: City

Contact: State

Contact: Zip

Contact: Zip4

Contact: Area Code

Contact: Phone

Contact: Cell Phone

Contact: Business Area Code

Enter data in the fields, including the contact's complete name and address.

- The only special characters allowed are a hyphen (-) and apostrophe (').
- You can also include a space.
- The first name can have up to 17 characters.
- The middle name can have up to 14 characters.
- The last name can have up to 25 characters.

Click **Save Changes**. You may need to scroll down to see the button.

Add additional contacts as needed.

Edit a contact:

Click **Edit** next to the contact's name. The Family Contacts window opens.

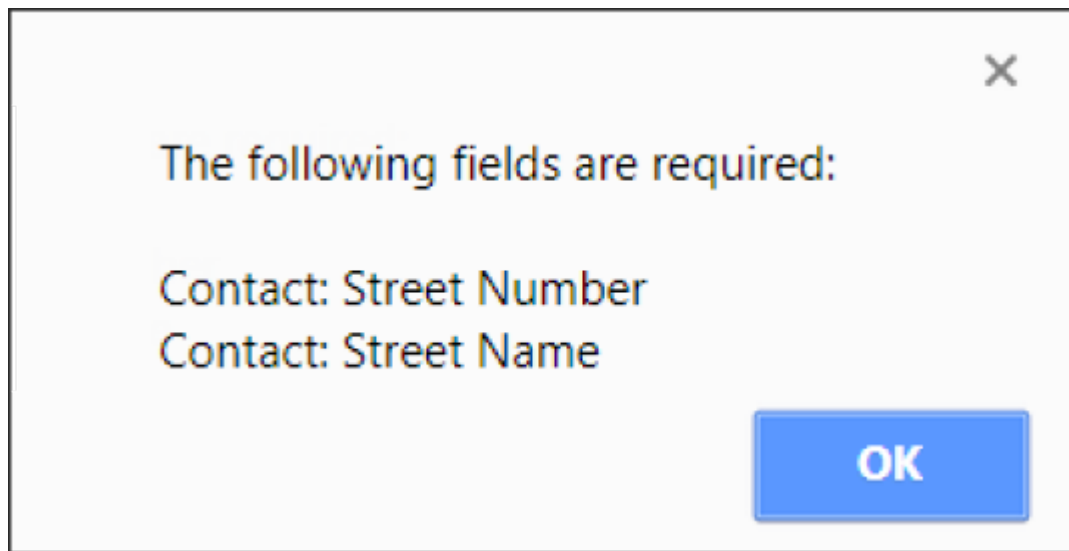
Family Contacts

	First Name	Last Name	Relation
	Brenda	Holland	Mother

Update the fields as needed.

Click **Save Changes**.

Some fields are required. If you do not enter data in a required field, a message is displayed when you click **Save Changes**, and you must provide the data to continue.



Click **OK** to close the message, add the required data, and click **Save Changes** again.

Contact: Street Number	
Contact: Street Name	
Contact: Apartment Number	

Click **Continue**. The Step 4 - Student Information page opens.



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