



ASCENDER GUIDES



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.

The screenshot shows a web interface for managing student information. On the left is a sidebar with four steps: Step 1 (Enrollment Overview), Step 2 (Enrollment Key), Step 3 (Addresses & Contacts), and Step 4 (Student Information). Step 4 is highlighted in yellow. The main area is titled 'Student Information' and contains a table with one student listed: Barry Gibb Holland. Above the student name are links for 'Edit Data' and 'Remove'. Below the name is a blue button labeled 'Enter Student Info.' and another 'Remove' button. A red triangle points to the 'Enter Student Info.' button. Below the table, there is a section titled 'Selected Student:' with the text '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**:

Address Information	Select an address for the student from the drop-down list. These are the addresses entered in Step 3. If you need to add another address, you can click Return to Step 3 to add another address, and then return to Step 4. Address Information Select an address for this student: 1010 second street ▼ RETURN TO STEP 3 Click here to add or edit an address.
----------------------------	---

Contact Information

Select contacts for the student from those entered in **Step 3**:

- From the list of contacts, select up to four who should be listed as contacts for the student.
- Of those selected as contacts, select the **Primary Contact** option for the one who is the student's primary contact.

If you need to add another contact, you can click **Return to Step 3** to add another contact, and then return to Step 4.

Select your contact(s) below.

Select	Name	Primary Contact?
☒	BRENDA HOLLAND	☒
☒	GERALD HOLLAND	☐

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

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	v
Nickname	
Date of Birth	01/19/2004
Sex	☒ Male ☐ Female
Student Email Address	barry@email.com
Student Cell Phone	(555) 324-9329
SSN	390-48-3295
Hispanic/Latino	☒ No ☐ Yes
American Indian/Alaskan Native	☒ No ☐ Yes
Asian	☒ No ☐ Yes

[Cancel](#)

[Save and Submit later](#)

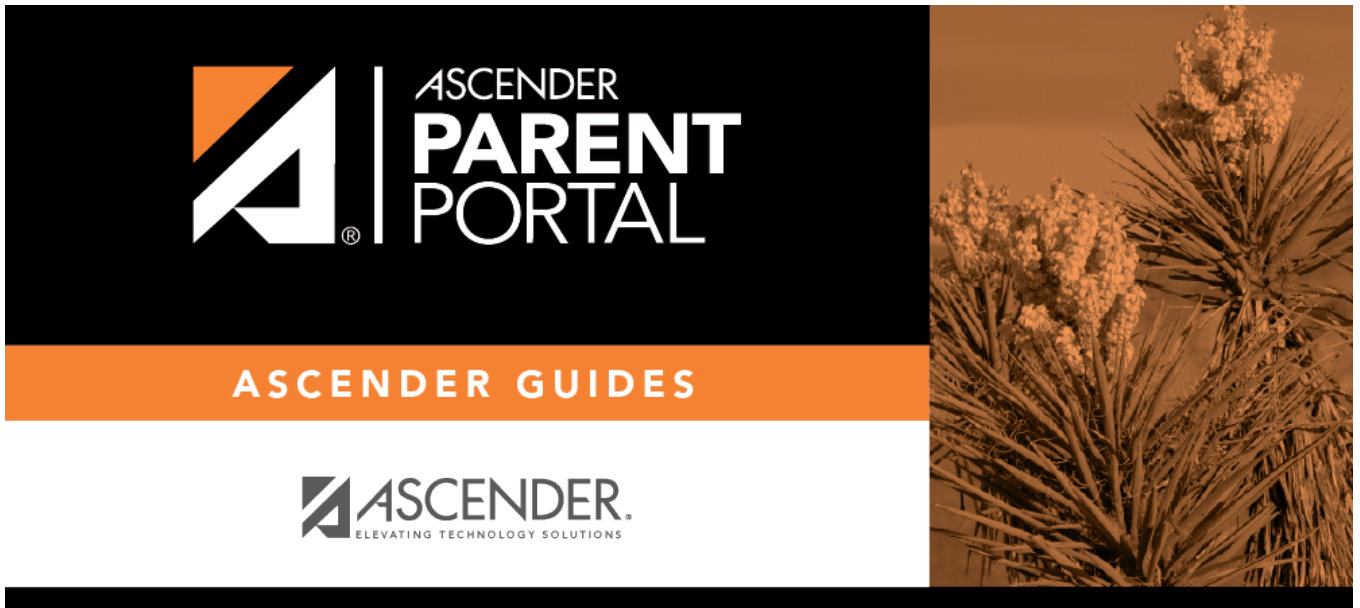
or

[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