CardSmart Training

How to Enter a Prospective Student

1. Click the down arrow to the right of your photo icon in the top right of your screen and click Admin Settings.

2. Click on Create a New User. It is the first option in the “User Management” box.

3. Use the following format to assign the user ID.
   a. Start with the number “9.”
   b. Enter the last two digits of the current year. For 2018, you would enter “18.”
   c. Enter the first letter of the student’s first name.
   d. Enter the first four letters of the student’s last name.
   e. Using this formula, Test Student’s user name would be “918tstud.”
   f. If another prospective student arrives in the same year with the same initials, append a number beginning with number 1. For example, Tyler Studebacher’s ID would be “918tstud1.” Tanya Studbury’s ID would be “918tstud2” and so on.

4. Enter Login Information and Contact Information. In the “Roles” box, click the down arrow to expand the box. Select “Student.” Select Create User at the bottom of the page when finished.