

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.

