

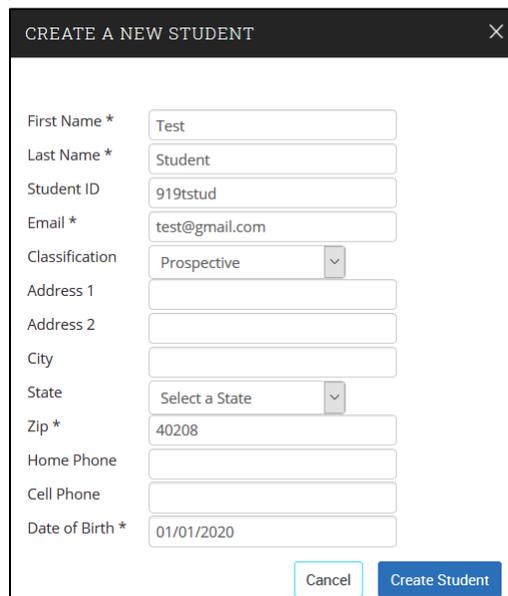
CardSmart Training

How to Enter a Prospective Student

1. On the staff home page, select **Create a New Student** under the Actions menu.



2. Use the following format to assign the Student ID.
 - a. Start with the number "9."
 - b. Enter the last two digits of the current year. For 2019, you would enter "19."
 - 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 "919tstud."
 - 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 "919tstud1." Tanya Studbury's ID would be "919tstud2" and so on.
3. Enter the First Name, Last Name, and best Email address for the student. The Zip Code can be the one of the UofL zip codes 40292 or 40208. The Date of Birth can be the current date, as that information is not required to make an appointment and is more information than needed. The Classification for all created students should be **Prospective**. Create Student.



The screenshot shows a form titled "CREATE A NEW STUDENT" with a close button (X) in the top right corner. The form contains the following fields:

- First Name *: Test
- Last Name *: Student
- Student ID: 919tstud
- Email *: test@gmail.com
- Classification: Prospective (dropdown menu)
- Address 1: (empty)
- Address 2: (empty)
- City: (empty)
- State: Select a State (dropdown menu)
- Zip *: 40208
- Home Phone: (empty)
- Cell Phone: (empty)
- Date of Birth *: 01/01/2020

At the bottom right, there are two buttons: "Cancel" and "Create Student".