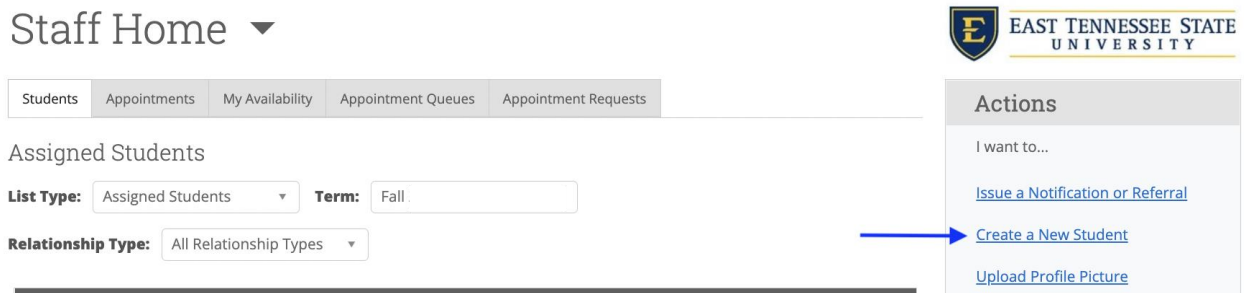# Navigate - Create a Prospective Student Profile

Create a prospective student profile to allow profile updates and the option to create ad-hoc appointments.

1. To create a new user profile:
   - From the *Staff Home* screen, click *Create a New Student* in the *Actions* box on the right. A *Create a New Student* window will appear.
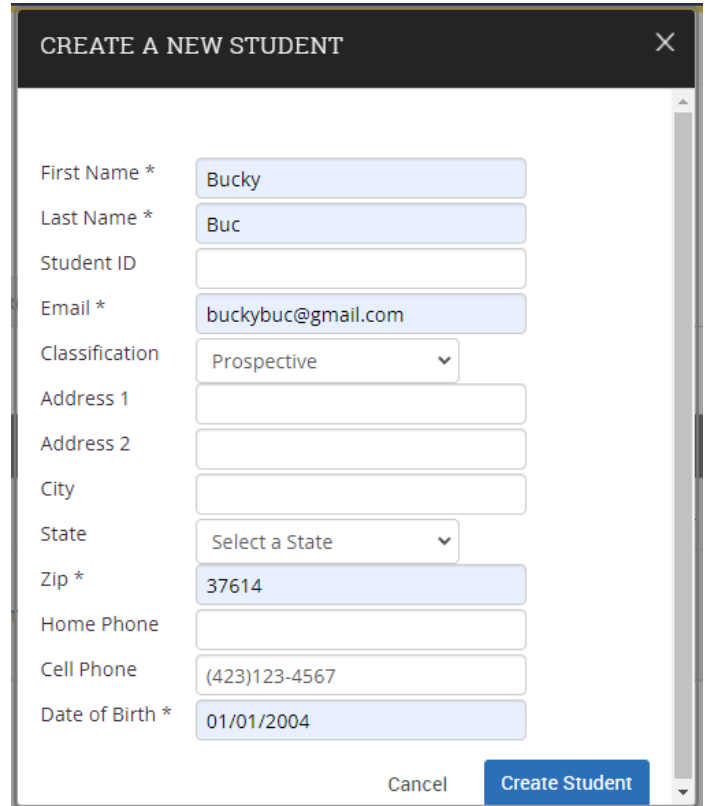

   - Enter the information for all required fields: *First Name*, *Last Name*, *Email*, *Zip*, *Date of Birth*.
     - Enter the student's *First Name*, checking for the correct spelling.
     - Enter the student's *Last Name*, checking for the correct spelling.
     - Enter the student's *Email* address.
     - Enter the student's *Zip* code, checking for correctness.
     - Enter the student's *Date of Birth* in the *DD/MM/YYYY* format, checking for correctness.

     NOTE: The zip code and date of birth will be used to match the student profile after the student has been admitted. It is essential that the first name, last name, zip code, and date of birth be accurate.
   - Leave the *Classification* drop-down menu set to *Prospective*.
   - Enter the student's *Cell Phone* number.
   - Do <u>not</u> enter a *Student ID*, *Address 1*, *Address 2*, *City*, *State*, or *Home Phone*.
   - Click *Create Student*.

2. To use the Appointment Center to create an appointment for the student with the appropriate staff:
   - Please see the *Make an Appointment for Another* User guide.