

Navigate: Create a Prospective Student User

1. 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 correct spelling.
 - Enter the student's *Last Name*, checking for 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 not enter a *Student ID*, *Address 1*, *Address 2*, *City*, *State*, or *Home Phone*.
- Click *Create Student*.

CREATE A NEW STUDENT

First Name * Bucky

Last Name * Buc

Student ID

Email * buckybuc@gmail.com

Classification Prospective

Address 1

Address 2

City

State Select a State

Zip * 37614

Home Phone

Cell Phone (423)123-4567

Date of Birth * 01/01/2004

Cancel Create Student

2. 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.