

How to Add a Student

1. Click on “ARD Forms”
2. Enter “Last Name”, “First Name” and “Local ID”
 - a. If student does not have an ID #, use date of birth (i.e. 080902) and **correct when student is assigned an ID #. DO NOT create another file for the student.**
3. Enter the “Campus” using the drop menu
4. Note the check in the box “Add from list”
5. Click on “Add Student”
6. If student is in the system, the name appears in “Add Student” window. Click on “Add” to the left of student’s name.
7. If student does not appear, unclick the check mark from “Add from list”
8. Click “Add Student (s)” button
9. The “Student Information” screen appears
10. Input information