

Adding a New Student

Adding a new student to your account is easy. Click your name up top [the user clicks “Welcome, (Name)”] and select **My Students**. Now let’s add that new student [click the **Add Student** button on the My Students screen]. Select your student’s school and enter all the required information. Remember: the information you enter must match your student information exactly. Not sure what your student’s information is? That’s okay. Just reach out to your student’s school directly for assistance.