Entering Students

To prepare gather the demographic data you want to enter. The **required** fields for the data you must have ready to enter are shown here:

There are many optional fields as well. These include the sections under the blue bars entitled, "Additional Contact Information" (for additional contact information for employers, emergency contacts, and so on), "Student Certification Log" (for other clinical tracking data such as health forms, BCLS and ACLS certification, and more), and "Student Immunization History Log."

1. From the left-side menu choose Students—> Account Setup (alternatively, you may add students from Students —> Student Profiles, and proceeding as directed below).

2. From the Action column, choose "Add".

3. Enter all the pertinent demographic information in each section.

4. Choose the 6th blue bar titled "Student Access Information" and finish entering the information. For the password you can enter your own or click "generate" to have the system create it. Keep in mind that you will not be able to see it when you return later— all passwords in the system appear blank to users for security purposes. You'll want to set "Clinician Status" to "Active" and "Access Level" to "Preceptor".

5. You have the option of having the system email the password to the user for you automatically. Simply click the checkbox next to the text, "E-mail password to student" before saving the entry.

6. When done, select the "Save" button. You will know you have correctly saved the entry when you see the green bar at the top left with the text, "Success: student record saved successfully." You will also see that the student name will appear in the "Student Name" column of the record.