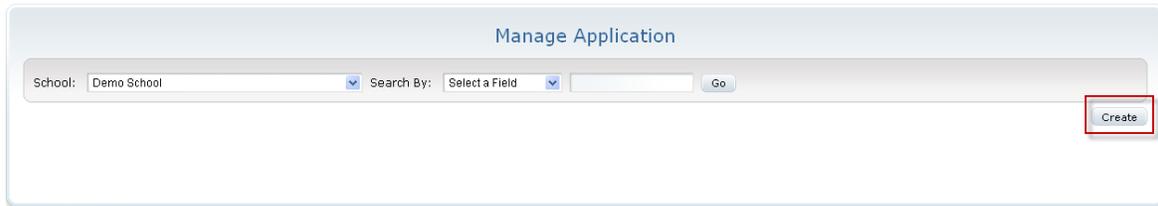


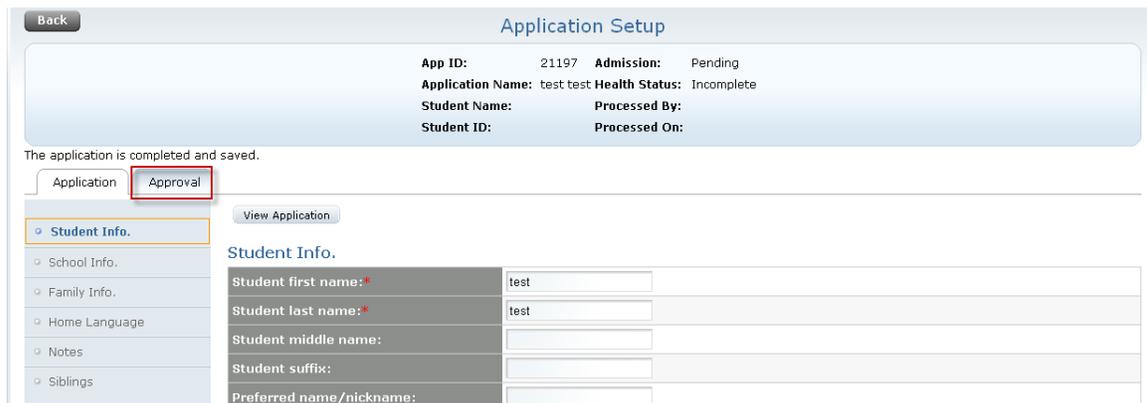
Create a Student Account

Follow the instructions below to create a student through an application. Please note that you must have access to Applications-Student within your Control Panel.

1. Log in to the system.
2. Confirm if the student exists or not.
 3. Click the **Control Panel** icon at the top of the screen.
 4. Click **Students**.
 5. Select the school.
 6. Enter search criteria.
 7. If the student **exists** already, there is no need to create a new account. If the student does **not** exist, click the **Control Panel** icon and move to step.
8. Click **Applications-Student**.
9. Select the school you would like to create the student in from the dropdown. After you select the school, the Create button appears on the right side of the screen:



10. Click the **Create** button.
11. Once you click Create, the application itself appears. You must answer all required questions prior to completing the next steps. After saving any page you are on, the system will tell you at the top of the page what section other required questions are in that you may have missed.
12. Once all required questions have been answered, click the **Approval** tab.



13. Click **Edit Application Tracking** in the lower right of the screen and enter the student's official enrollment date.
14. Click the **Approval** subtab on the left of the screen.
15. Click **New Student**.
16. Click **Approve** in the lower right.

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Application Setup

App ID: 21197 **Admission:** Pending
Application Name: test test **Health Status:** Incomplete
Student Name: **Processed By:**
Student ID: **Processed On:**

The application is completed and saved.

Application Approval

- Official Dates
- Required Documentation
- Approval**

Approval

New Student	<input checked="" type="radio"/>
Reenroll Student	<input type="radio"/>
Opt-Out	<input type="radio"/>
Comment	<input type="text"/>

[Save](#) [Approve](#) [View Application Tracking](#)