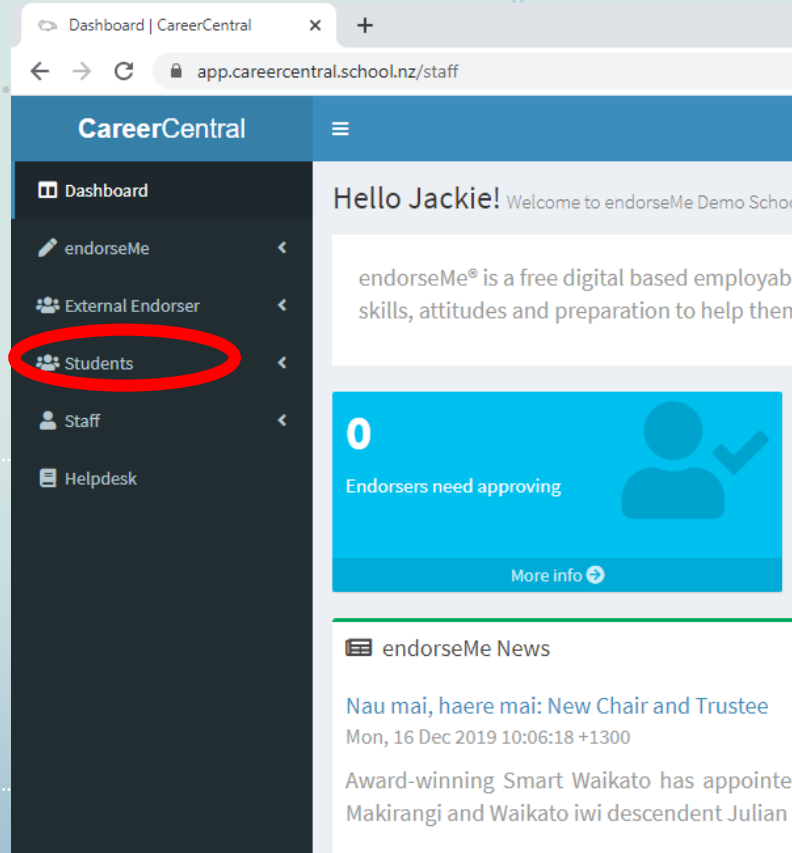


endorseMe<sup>®</sup>  
Online Slide Tutorial 2  
5 slides

“How to Add New Student”



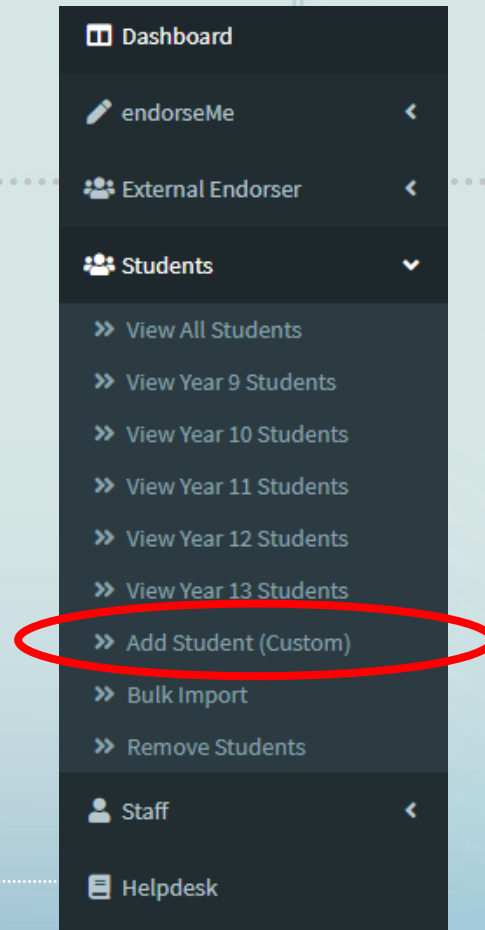


The screenshot shows a web browser window with the URL `app.careercentral.school.nz/staff`. The page title is "CareerCentral". On the left sidebar, the "Students" menu item is circled in red. The main content area displays a welcome message "Hello Jackie!" and a notification that "0 Endorsers need approving". Below this is a news section titled "endorseMe News" with a headline "Nau mai, haere mai: New Chair and Trustee" dated "Mon, 16 Dec 2019 10:06:18 +1300".

SLIDE 1/5

Click "Students" on sidebar





SLIDE 2/5

Click “Add Student (Custom)”





## Add New Student

Please fill out all the required fields and then press the Add Student button

First Name \*

Last Name \*

Gender \*

School User ID \*

Login Password ⓘ \*

- Enter the required fields
- **School User ID** must be unique in your school, so don't make it the same as any existing/past/future students
- **Login Password** is sent as a link to the student via email when they enter their email address in the app
- *Continued next slide...*

SLIDE 3/5



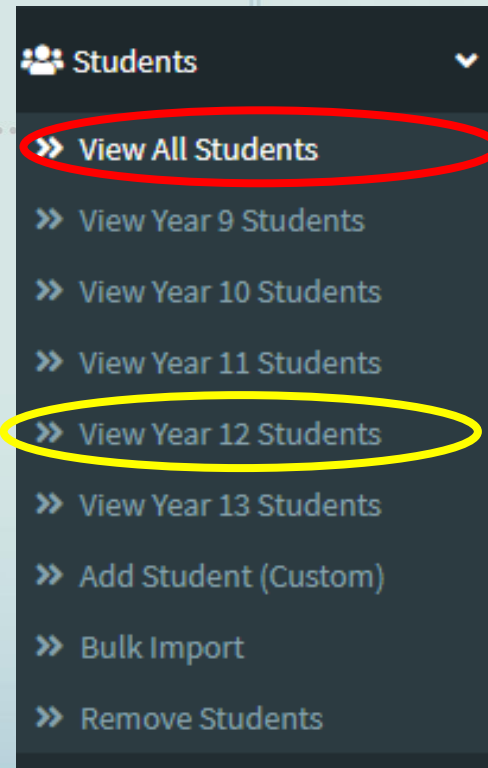
Login Password <sup>i *</sup>
ip7WkGRgnO1mVdCa
endorseMe Demo School Email Address <sup>*</sup>
endorseMe Demo School User Name <sup>*</sup>
Current School Year <sup>*</sup>
9
Groupclass
Cellphone (ensure you know this is correct)
Student's Personal Email
Email is verified and correct?
No - Unverified

✓ Add Student

- Enter the required fields (marked with **\***)
- **School User Name** can be the same as the User ID, or can be a name
- All fields without a **\*** are optional
- Click **Email is verified and correct?** to verify email
- Click **Add Student**

SLIDE 4/5





The new student will now appear in **View All Students** under the Students Tab, or in the specific year group they are assigned to eg **View Year 12 Students**

SLIDE 5/5

