

HOW TO ADD A STUDENT IN GENIUS

1. Click on STUDENTS Tab
2. Click on ADD STUDENT
3. Select Part-Time or Full-Time
 - a. If the student is going to require technology from us, you must select full time.

Basic Information

| | | | |
|----------------------|--|----------------|----------------------|
| Part time/full time: | <input type="text" value="Select..."/> | | |
| First Name: | <input type="text"/> | Last Name: | <input type="text"/> |
| Preferred Name: | <input type="text"/> | Middle Name: | <input type="text"/> |
| Gender: | <input type="text" value="Select..."/> | Date of Birth: | <input type="text"/> |
| SSN: | <input type="text"/> | PAsecureID: | <input type="text"/> |
| Notes: | <input type="text"/> | | |

4. Fill in all of the required highlighted fields.
 - a. NOTE you must provide a parent email in order for a parent account to be created.
 - b. You MUST provide a valid PA Secure ID.
 - c. You can create your own username and login, or have the program create one.
 - d. Once you start filling in the highlighted areas the Equipment needed information will appear. If the student needs equipment please check off what is needed. If the student does not need equipment please check off No Equipment Needed.
5. Click submit when you are done.
6. You will get a message that the student has been created.
7. You may click on the blue "Click Here" icon to go directly to the student's main page.