TO ADD / REMOVE SCHOOLS TO YOUR CENTER

The steps below outline **how to add schools to your center**.

1.       Go to Schools Tab.

2.       Under the “**Assigned Center**” column, select “**Unassigned**” (these are schools not assigned to any center)

3.       Type in the Name of the school in the “Name” field then hit Enter. Or put in the CDS code in the appropriate field.

4.       When you find the correct school click on the GREEN +  on the far right of the page.

5.       This will return you to your list of active assigned schools.

**To remove schools** (after selecting your center under “Assigned Center”), simply click on the RED X on the far right of the page, next to “Status”.