**Adding your Returning Students and Advisors to Current Year**

**For Students**, there are two ways to do this.

1. The student can go into the system directly at the login screen then BE SURE TO CLICK ON THE BUTTON 
2. An administrator from the center can add the student(s) to the current year.  Simply do a search for the student or students.  For example you can do a general search for all students from last year, then on the results page you will see two check boxes on the left hand side of the students’ name.   .  Check the box “Add to 2014-15” then click the button “Update Year” above that is the same blue color, and the student will be brought into the current year.
   1. Once the student is brought into the current year, you will still need to confirm they have provided the updated Parental Authorization Form (PAF) for the current year as well.  The easiest way to do this – after adding them to the current year – is to do another search for students in the 2014-2015 year, then going through your list and clicking “Enroll” in the actions at the far right of the student record from the search results.  That will turn their Approval Status to “Active”.  This can only be done one record at a time, as we want to be sure the PAF has been confirmed.
   2. If the students use the login Method in #1 above to add themselves to the current year, you will still need to do step 2a to approve their PAF has been submitted.

**For Advisors**, once they are added to the current year, they are complete.