How To Add a New Student to Genius

Step 1. Search for student using LAUSD Local ID number or e-mail address to check if an account exists

☆ User: Pamela Hayward | <u>Settings</u> | <u>Sign out</u> Find a student...

Step 2. Adding New Student

- a. If you are unable to find an existing account for a student, you will need to add the student to the system.
- b. From the main dashboard click on the Students tab on the top of the window
- c. Click on Add Student on the left side of the window

My Dashboard Admission	Students Enrollments	Teachers	Mentors Rep	orts Schools	Messages	lesource Center
						MENTOR
Find Student	Search criteria:					
Active Students						
22	School	Select	Ŧ		District	Select
Bulk Actions	Status	ACTIVE	*		Grade Level:	Select
Q_ Advanced Filter	Special Edi	Select	*		Genders	Select
Deep Search	LEP/ELL	Select	٣		State:	Select
	Free/Reduced Lunch:	Select	Ŧ		ZIP:	Select
Add Student	Part-Time/Full-Time:	Select	*			
	Counselors	Please select a sch	ool with counse *			

Step 3. Add Student Information

- a. When the window opens select your **District** and **School** from the drop-down menus
- b. Anything highlighted yellow is a required field
- c. Information you will need is:
 - First Name
 - Last Name
 - Student's LAUSD Email
 - Primary Phone Number (can be entered as 000-000-0000)
 - Site Group (Local School name- this will be a dropdown option)
 - Local ID (LAUSD Student ID Number: 000000M000)
 - Possible NCAA Athlete, it is important to know this information

d. Username: <u>All usernames should follow the convention: LAUSD00000M000 (Local ID number)</u>. This allows for continuity and identification if another student account already exists.

Step 4. Save

- A green box will pop up if the account has been successfully created
- If a red error pops up stating the Username exists, <u>do not create an account with a different</u> <u>username</u>.
 - Submit a request to: https://app.smartsheet.com/b/form/3b5d89cf4eb34c618ce0041144fa3256