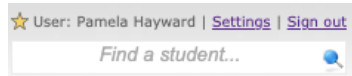




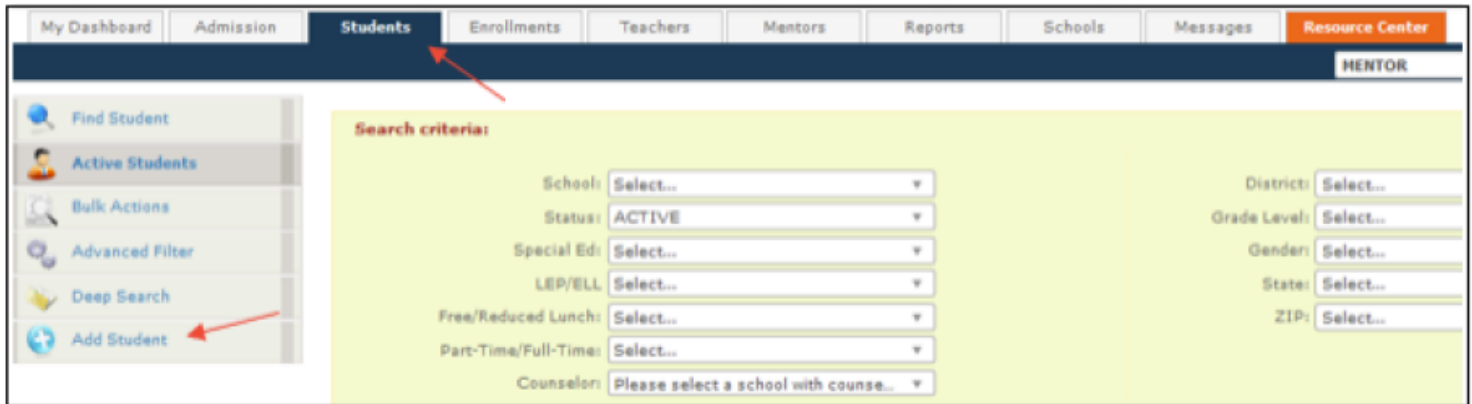
How To Add a New Student to Genius

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



Step 2. Adding New Student

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



Step 3. Add Student Information

- When the window opens select your **District** and **School** from the drop-down menus
- Anything highlighted yellow is a required field
- 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
- Username: All **usernames should follow the convention: LAUSD000000M000 (Local ID number)**. 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, **do not create an account with a different username.**
 - Submit a request to:
<https://app.smartsheet.com/b/form/3b5d89cf4eb34c618ce0041144fa3256>