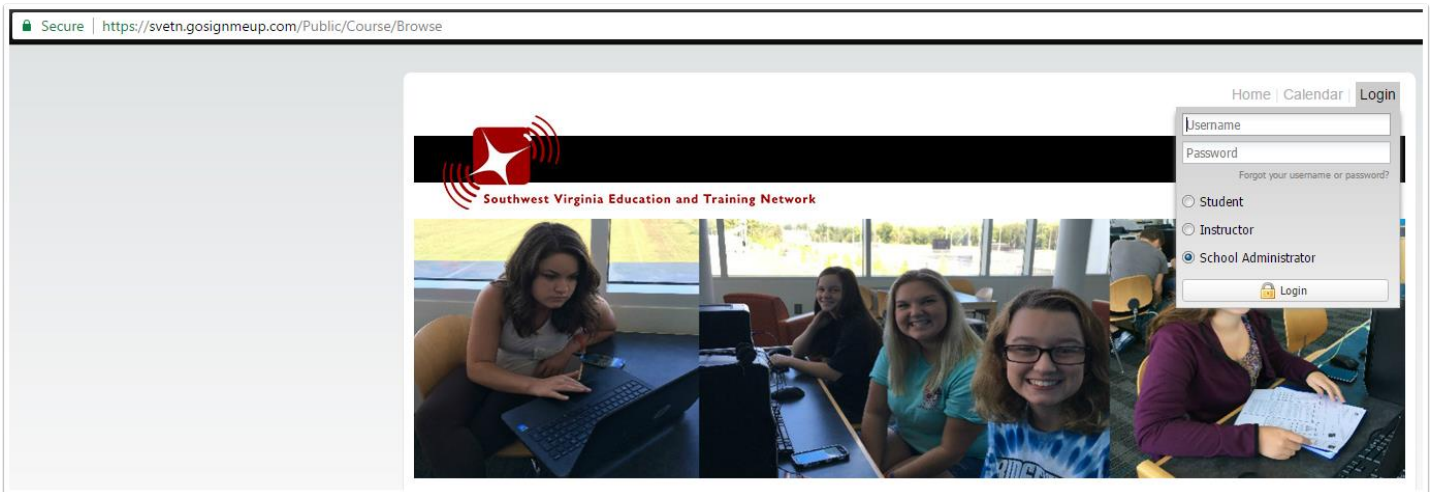



SVETN School Administrators: How to Create a New Student Record

Before you can register students, a student account must be created in the system. Only one account should be created for each student.


Step 1: Go to <https://svetn.gosignmeup.com> to log in to your School Administrator Account using your provided credentials. *NOTE: You may click the “Forgot your username or password?” link if you need to recover/reset your credentials.*



Step 2: Once logged in, Click the “Add New Student” button.

Welcome Test SchoolAdmin School Administrator Dashboard 

Identity




Username: sa_test
Password: *****

Information

- * First name: Test
- * Last name: SchoolAdmin
- * E-mail: sa_test@svetn.org

Student List

Search  Export to Excel

Page 1 of 1 Hide Inactive:


First Name	Last Name	Email	UserName	Enrolled	Complete	Inactive	Waiting	Actions
Test	Student	student...	stu_test	4	1	No	0	select... ▼
Test	Student2	student...	stu_test2	2	1	No	0	select... ▼
test	Student3	student...	stu_test3	3	1	No	0	select... ▼
Test	Student5	Student...	Stu_test5	1	0	No	0	select... ▼
Test	Student6	student...	stu_test6	2	0	No	0	select... ▼
Test	Test7	test7@s...	test7@s...	3	0	No	0	select... ▼

Received Email

Page 0 of 0 No data to display

Date	Subject
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Reports

 Add New Student

Step 3: Fill out the information for the student. Fields marked with a red asterisk are required and must be completed. **Ensure that all data you are entering is 100% accurate.** (NOTE: the specific information requested for each student on this page may change from time to time). Click the “Agree and Create account” button when done.

Empty

Welcome Test SchoolAdmin User Registration

Please enter information required.

Student Information		Student Contact Details	
First Name *	<input type="text"/>	Student phone:	<input type="text"/>
Middle *	<input type="text"/>	Mailing Address:	<input type="text"/>
Last Name *	<input type="text"/>	City:	<input type="text"/>
Suffix:	<input type="text"/>	State:	Select only from the list <input type="text"/>
Date of Birth *	<input type="text"/>	Zip:	<input type="text"/>
Gender *	Select only from the list <input type="text"/>		
Ethnicity:	Select only from the list <input type="text"/>		
Graduation Year *	Select only from the list <input type="text"/>		
Grade Level *	Select only from the list <input type="text"/>		
E-mail Address *	<input type="text"/>		
Confirm E-mail Address *	<input type="text"/>		
Division *	Select only from the list <input type="text"/>		
High School *	Select only from the list <input type="text"/>		
Community College *	Select only from the list <input type="text"/>		
Username:	(Your email address will be your username)		

Registration Policy

SVETN ELITE LEARNING REGISTRATION POLICY

School counselors are responsible for: Coordinating with community colleges to set testing time for any required college placement testing, verifying that each student has completed the proper requirements established by their local community college (including all prerequisites), distributing, collecting, and maintaining student participation form provided by the Elite Learning Administrator, ensuring books/materials are available for the first day of class each semester, providing information to Elite Learning Administrator and instructor pertaining to any student with an Individualized Education Program (IEP), contacting the community college to withdraw students after the add/drop deadline has passed, and ensuring that the data entered into the Elite Learning student registration system is accurate and up-to-date. For more details, see the appropriate guide at: <http://svetn.org/elite-learning/elite-learning-resources/>

Do you agree to the terms and conditions of our [Registration Policy](#)?

Agree and Create account

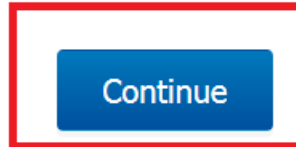
WARNING: YOU MUST ENSURE THAT THE EMAIL ADDRESS YOU ENTER FOR EACH STUDENT IS VALID AND ACCURATE FOR THAT STUDENT. *DO NOT ENTER A STUDENT IF YOU ARE UNSURE OF THE STUDENT’S EMAIL ADDRESS.*** AN INCORRECT EMAIL ADDRESS CAN CAUSE MAJOR ISSUES WITH THE INTEGRITY OF STUDENT RECORDS.**

Step 4: Click the “Continue” button once you have created the new student record. *NOTE: The message in this prompt is for the student’s information if they were registering themselves. You should ignore the content of this prompt.*

Thank you!

Your account has been created and you can now log in by using your username and password.

If you were in the middle of a checkout, you will be taken back to the checkout screen.



Step 5: You will be returned to the main registration screen. At this point, you may continue and register the newly created student for courses if you wish to do so. Otherwise, click the “My Account” link in the top right corner of the screen to return to your dashboard.

Congratulations! You have successfully created a new student record!

Questions/Issues?

Open a trouble ticket at <http://support.svetn.org>