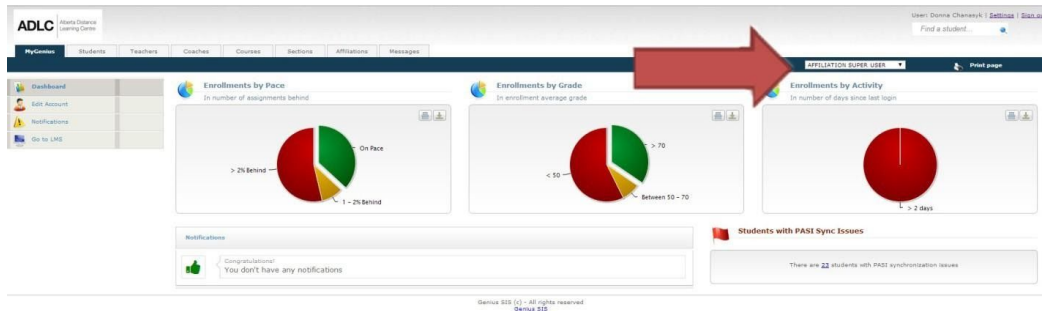


This document is intended to assist Affiliation Super Users in adding course material to a student enrollment in ADLC's Student Information System (SIS).

1. Log into the [ADLC Student Information System \(SIS\)](#) and make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. In the search bar in the top-right corner of the screen, type the student's name to locate them in the system. Enter the student's name: last name, first name.
3. Click on the desired student's name.
4. In the menu on the left-side of the screen, under **Enrollments**, click **Materials**.



5. Click **Add New Material**.



- In the **Enrollment** drop-down menu, choose the course you would like to order materials for.



The screenshot shows a dialog box titled "Add new material". It contains three input fields: "Enrollment:" with a dropdown menu showing "Select...", "Material:" with a dropdown menu showing "Select...", and "PO #:" with a text input field. At the bottom, there are two buttons: "Confirm" and "Cancel".

- In the **Material** drop-down menu, choose the material you'd like to order.  
*Note: You can choose only one item at a time, but this process can be repeated as many times as necessary to order all the materials you need.*
- In the **Ship To** drop-down menu, choose where to ship the materials: **Student Address**, **School Address**, or **Other Address**. If you choose **Other Address**, you will be prompted to provide the address. If you choose **Student Address** or **School Address**, the material will be sent to the address on file in ADLC SIS.
- Click **Confirm**.
- To order more materials, return to Step 7 above (if you're still ordering for the same student) or Step 2 above (if you're ordering for a different student), and repeat the process as many times as needed to order all the desired materials.

## Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email [info@adlc.ca](mailto:info@adlc.ca)