ADLC

Adding Student Instruction (SI) Students to ADLC SIS
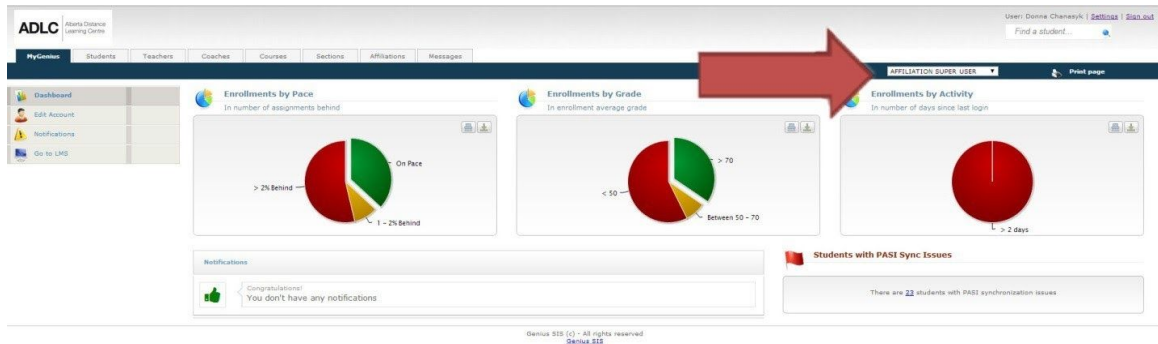*Revised: August 18, 2020*

This document is intended to assist Affiliation Super Users in adding SI students to ADLC's Student Information System (SIS).

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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. Click on the **Students** tab and then on **Active Students**. A list of students will appear who have active section enrollments and/or active school-year enrollments.
Note: If the student is not on the list of active students, proceed to Step 3 below to add them to ADLC's SIS. If the student is on the list, click on the student's name and proceed to their file.


3. From the menu on the left-side of the screen, click **Add Student**.

4. Type in the student's first name, last name, and date of birth. Then click **Verify Matches in PASI.** A list of matches from PASI will appear.
   Note: The date of birth format is MM/DD/YYYY.

5. If PASI brings up more than one student, there are two different buttons you can use to ensure you choose the correct student:

   ● Click on the middle button with the magnifying glass to view the **Student Personal Profile.** This will show you the student's personal information, such as address and citizenship status.

   ● Click on the button on the right to view **Student Academic Profile.** This will show you any current school enrollments for the student.
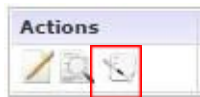
6. Once you've determined you've identified the correct student, click the pencil and paper icon to select the student.

   Note: If a student is already in our system, but attached to a different school, you won't get the pencil and paper icon as an option. Instead, you'll see a green arrow icon that will allow you to transfer the student to attach them to your school.

7. If the student's name doesn't appear in the PASI list, you may have entered some of the information incorrectly or there may be a Disclosure Restriction on the student. Check the grey boxes to **Include all quality levels in search** and **Include students with Disclosure Restriction**. This may bring up the student you're looking for.

   ☐ Include all quality leves in search
   ☐ Include students with Disclosure Restriction

8. Once you've selected a student, fill in the student information. Parental information is required and must be added for all students under 18 years of age.
Note: All fields highlighted in yellow are required fields.

9. Click **Save.** A message will appear indicating that the student was successfully created.

> ✅ Student was successfully created. Click here to go to this student's profile.

10. Select **Click here** to go to the student's **Basic Information** page and verify that the student's address and phone number(s) are correct. If you need to update this information, please do so in the SIS. ADLC's SIS is live with PASI, so any updates you make in the SIS will also appear in PASI.

Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email info@adlc.ca