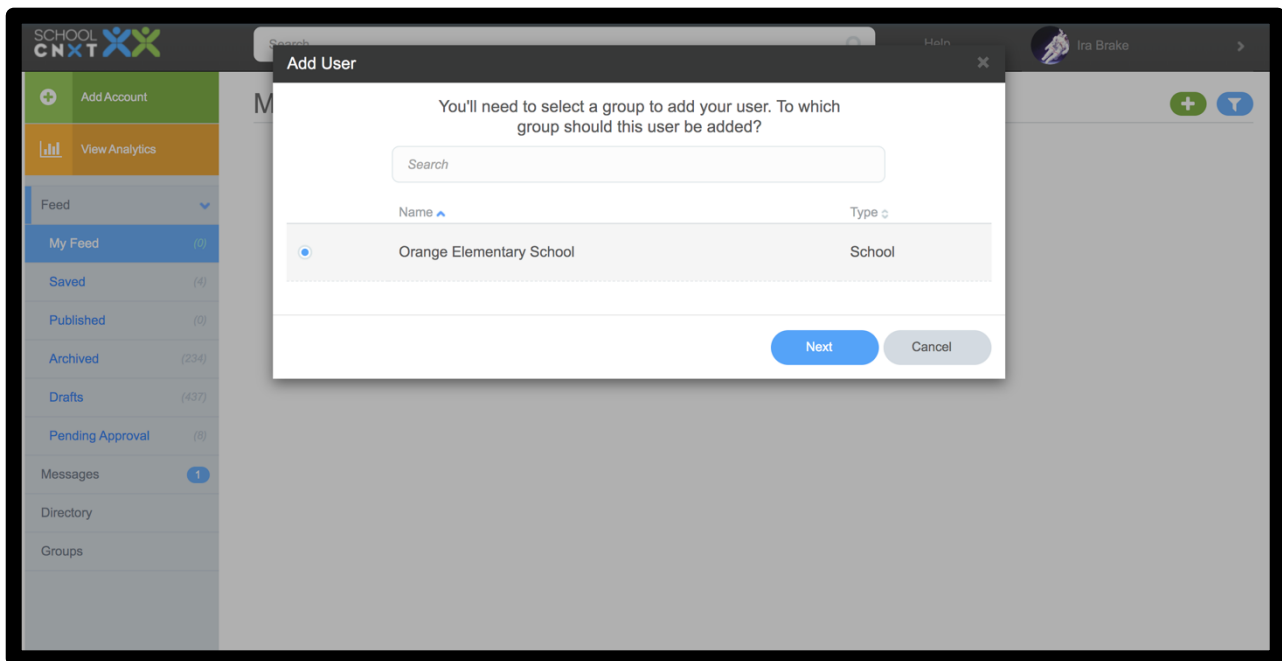


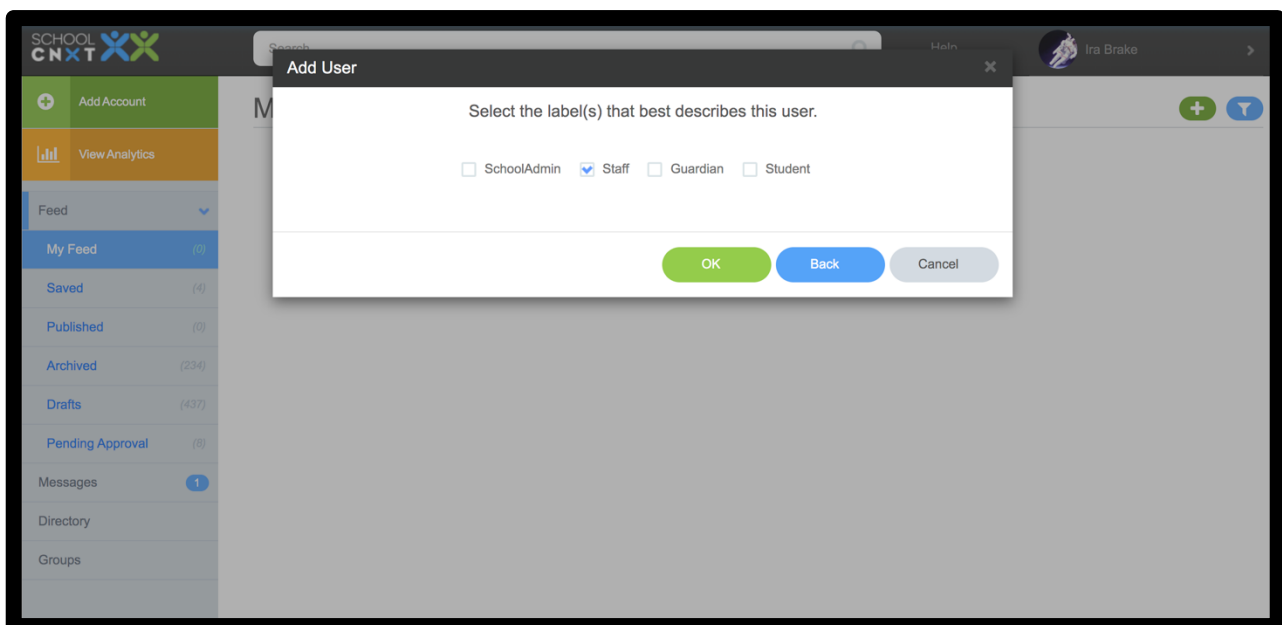


We import those in your school community, so it is not necessary to add users. However, you may want to add a staff member or guardian (grandparent, older sibling) who is not included in the import. In that case, those with administrator accounts can follow the steps below on the web app.

1. Click the green Add Account button in the left-hand navigation menu.
2. Select the group to which you want to add an account. If you are a school admin, only your school will show up. Otherwise, you can use the search bar or scroll to find the group to which you want to add the user.



3. Select the user's role type.



4. Add the person's information. You must add a first and last name. Add an email address and/or mobile number in order for them to receive a digital invitation. You may include any additional information.

The screenshot shows the 'Add User' form in the SchoolCNXT application. The interface includes a sidebar with navigation options: 'Add Account', 'View Analytics', 'Feed', 'Messages', 'Directory', and 'Groups'. The main content area is titled 'Add User' and features a 'View Profile' link. Below the title are 'About' and 'Settings' buttons. The 'About' section contains a circular profile picture placeholder with the initials 'JW'. The form fields are as follows:

- First name:** Jade
- Last name:** Wilson
- Gender:** N/A
- Email:** jade.wilson@example.org (toggle: Hidden)
- Mobile phone number:** (201) 555-5555 (toggle: Hidden)
- Home phone number:** (201) 555-5555 (toggle: Hidden)
- Show me in the directory
- Address:** (toggle: Hidden)
- Address line 1:** (empty)
- Address line 2:** (empty)

At the bottom of the form are 'Save' and 'Cancel' buttons.

5. Click Save.