

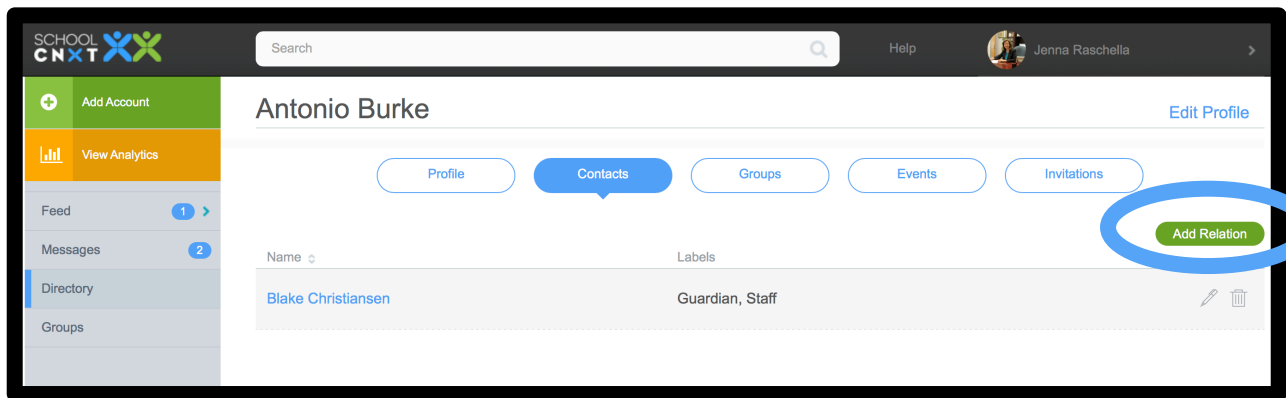


As someone with an administrator account in SchoolCNXT, you are able to add contacts to a user, typically a guardian who is not imported from your district's SIS.

This must be done on the web app.

You can add contacts to a guardian or student.

1. Go to the directory using the menu bar on the left-hand side of your screen.
2. Search for a user and go to his profile.
3. Click Contacts.
4. Click Add Relation.



5. Type the name of the contact you want to add in the search bar and check the box next to their name. Click OK.

