How do I add a High School (under-aged) student Instructions:

Very important to protect all student's personal information.

Therefore, to minimize the use of student personal information, we will not accept/allow ANY under-aged student's personal information (name, email addresses and phone numbers) to be entered in the Center of Learning LMS.

Use the following process when completing the student form (ensure you are in compliance with FERPA):

We will require you to employ the following naming convention/format. You are to use the actual word "Student" as the student's first name and for the student's last name we will be requiring you to employ an incremental numbering system starting with numeral one. Please follow the example do not deviate.

Example:

First Name:	Last Name:
Student	01
Student	02
Student	03
Student	04
Student	05
Student	06
Student	07
Student	08
Student	09
Student	10
Student	11
Student	12
Student	and so on…

If you have a hundred students in a class, the last student would be named Student 100. Continue using the incremental approach for all future classes. Year two students would begin with Student 101 and so on.

This will be the format to be followed for the duration of the program. Hypothetically you could reach Student 5,000 or more.

Important to note you will be the only entity with the capability of identifying your students. GM will not have the capability to assist if you fail to maintain accurate records.

A best practice would be an Excel Spreadsheet cross referencing the created name with the actual name of the student:

| Created			Actual	
First	**Last**		**First**	**Last**
Student	01		Ann	Doe
Student	02		Barry	Smith
Student	03		Carl	Jones
Student	04		Dave	Brown
Student	05		Elmer	Fudd
Student	06		Frank	Banl
Student	07		Greg	Hawk
Student	08		Hank	Painter
Student	09		Iggy	Zodd
Student	10		Jack	Acorn
Student	11		Kate	Barry
Student	12		Larry	Carr

1. The first two entry boxes must be completed:
    a. Lastt Name must follow the rules provided above.
    b. First Name: **Student**
2. Middle name not required
3. GMIN is to left blank
4. Your School's Org Number is A0xxxxx however, if you leave it blank the system will automatically fill this in when you have completed the form and submitted.
5. Select Yes for Active User
6. Select No for Lock out
7. Creating the first password should be made easy to remember. Welcome1 or Password1 could be used, simply enter Welcome1 or Password1 in both the Password entry block and in the Confirm Password entry block. Note Student will be directed to change their passwords and add two security questions during their first login. Refer to the end of this job aid to view the Change the Password screen.
8. The next four entries are not required simply skip to Primary Person Type.
9. The Primary Person Type using the down arrow find and select Technician Apprentice.
10. Secondary Person Type no entry required.
11. To complete the form simply check the student entry box and select Submit.

The Assign User screen now appears. This is where you assign the student to your school. On this screen, the Dealer dropdown list is your school (do not be confused that it refers to dealer)
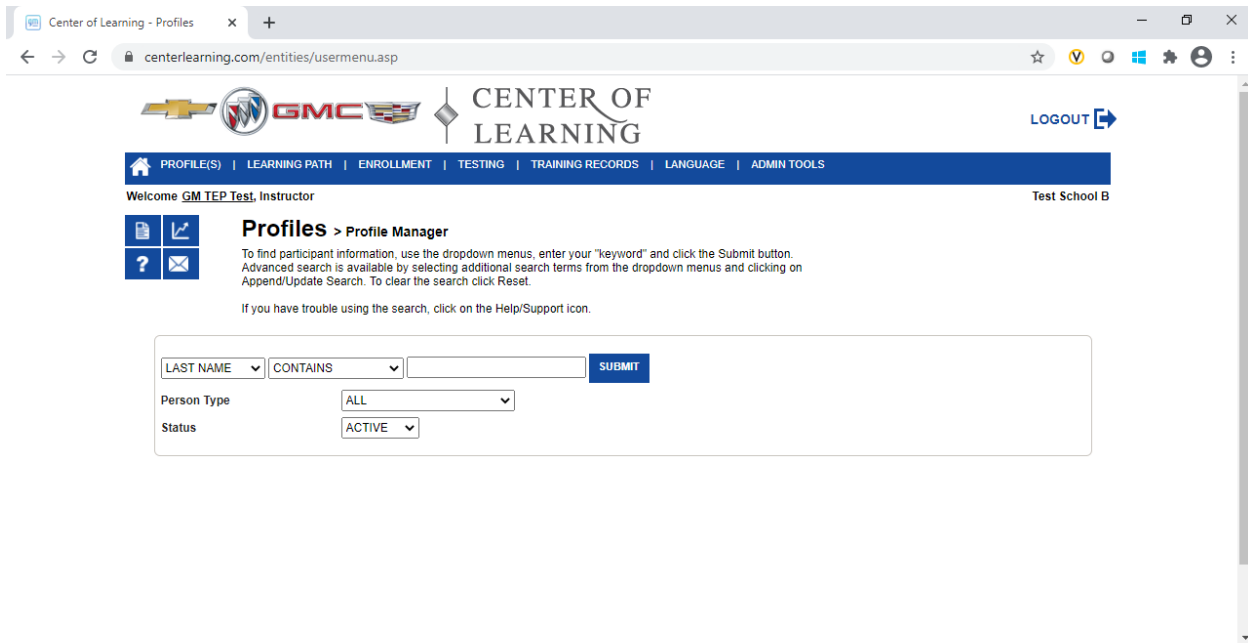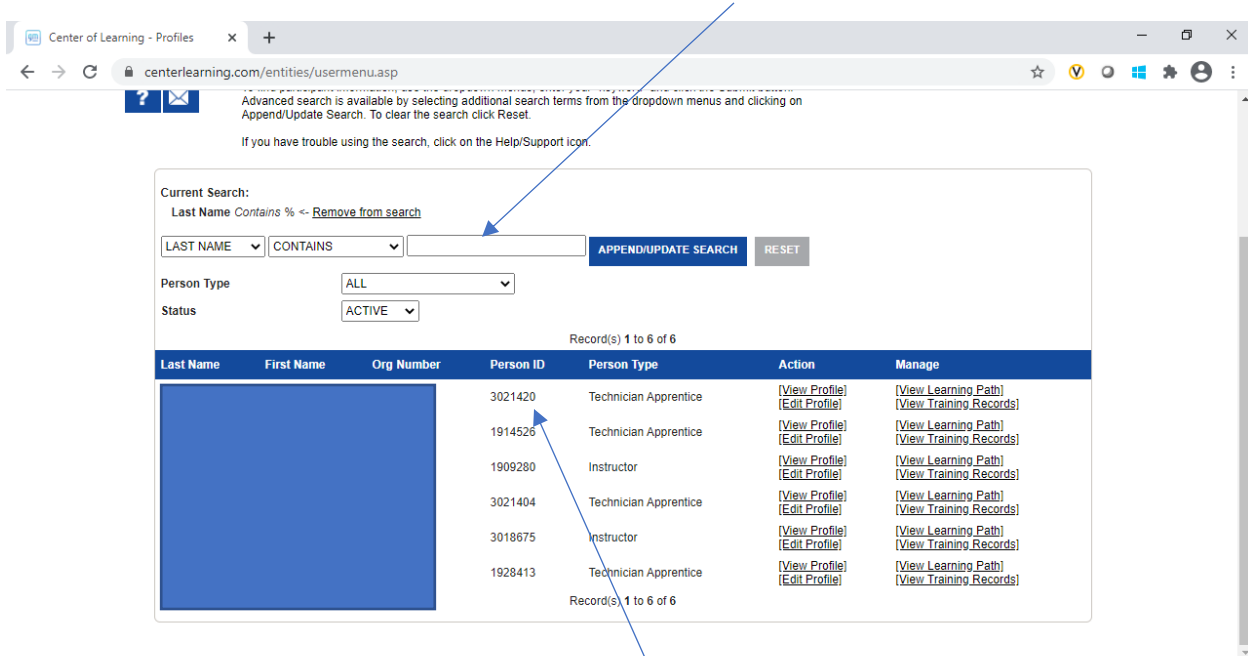
Click SUBMIT.
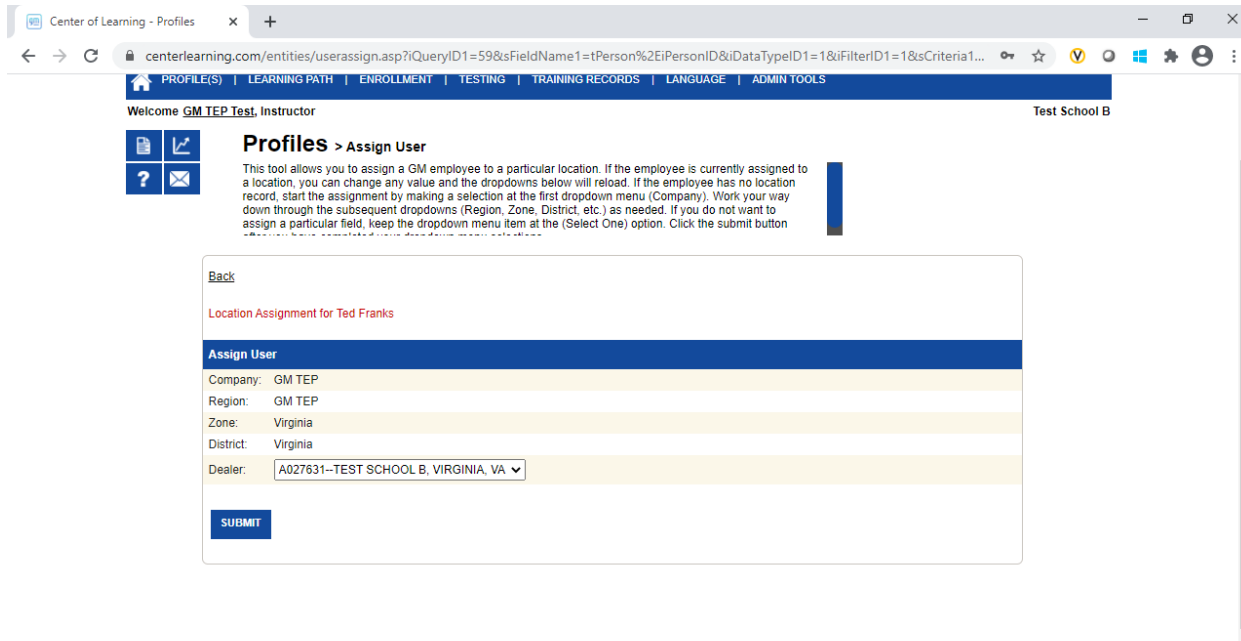
This screen verifies your Students has been successfully submitted into the system.
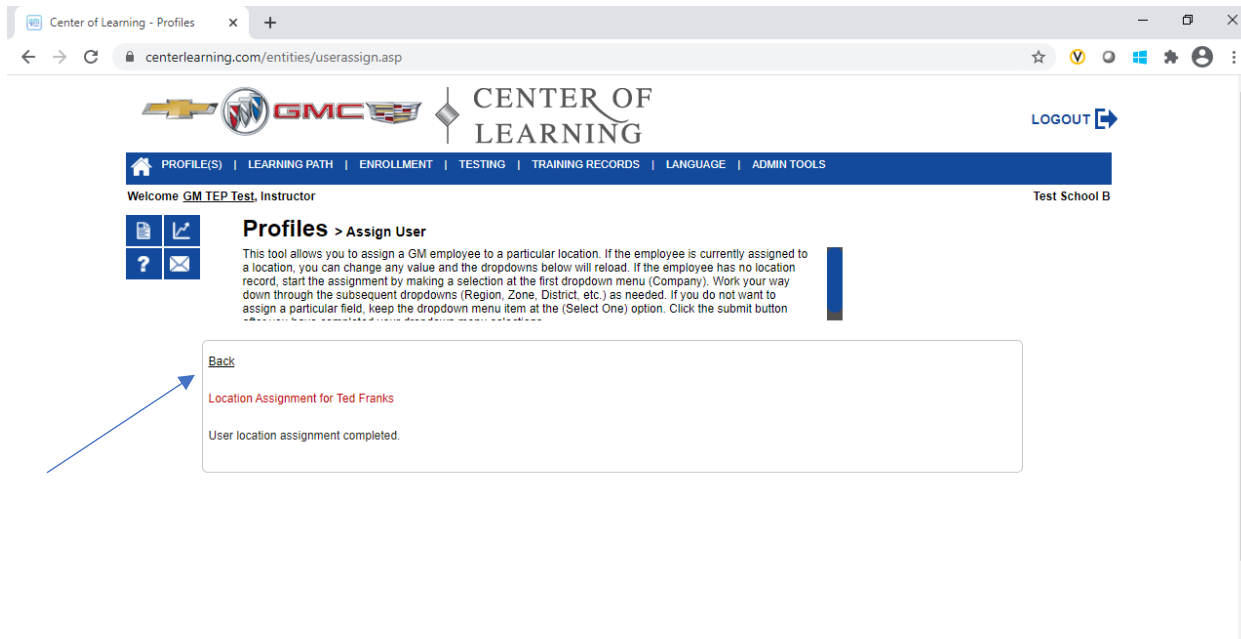
The screen should now display "User location assignment completed". Click the Back link, above the red texted within the rectangle this will return you to the Profile Manager page.

To locate your student, you could enter their last name or leave blank and click submit:

1. Click SUBMIT (you will not need to enter any information in the search fields). The screen will display all the students who are assigned to your school.
2. The Person ID assigned to the student is the 7-digit number they will use to login to the Center of Learning LMS.
3. **NOTE**: When a student is assigned a Person Type of Technician Apprentice, they are to be assigned two learning paths; Fundamentals and Maintenance Inspection Technician by the Instructor (refer to Setting Training Paths job aide). These paths will not be available to the student until a day after their profile is created (a system process runs during the night that builds and assigns the paths to the students).

This is the Password Change screen: Old Password would normally be Welcome1 or Password1 pending what you want to use consistently.