

Add Student

Note:

To add student accounts individually using *ThinkCentral*, follow the steps in this guide.
To add multiple student accounts using *ThinkCentral*'s data import process, see [Import Management online help](#).

Assignments	Reports	User Accounts	Schools
		Administer Find and Manage Add Import Usage Reports	Move Classrooms Grade Levels

Step 1

Click **User Accounts**, and then below **Administer** (for school administrators) or **Manage** (for district administrators), click **Add**. The **Add User** page appears.

Add User

Please note that adding district administrator accounts must now be completed using the new User Identity Management tools.

User Details

Role

User Type: *

Student

School:

Harcourt School C

Grade: *

P-K K 1 2 3 4 5 6 7 8 9 10 11 12

Personal Details

First Name: *

Middle Initial:

Last Name: *

Step 2

Select **Student**.

Step 3

If you are a district administrator, select the student's school. (If you are a school administrator, the selection is defaulted to your school.)

Step 4

Select the student's **Grade** level.

Step 5

Type the student's first and last name and, if needed, the middle initial.

Add User Credentials and NCLB Data

ThinkCentral Credentials

Student ID:

Username:

Password:

Retype Password:

Step 1

(Optional) Type a **Student ID** for the student, following these rules: maximum 15 characters, including A–Z, a–z, 0–9.

Step 2

Type a **Username** for the student, following these rules: minimum 5 characters, no spaces, using valid values.

Step 3

Type a **Password** for the student, following these rules: minimum 5 characters, case sensitive, no spaces, using valid values. Then, retype the password.

Note: Globally unique user names are recommended. See [Tips for Creating User Names](#) in online help for more information.

Valid values for the **Username** and **Password** fields include the following:
A–Z, a–z, 0–9, and the following supported symbols: !#\$%&'()*+,-./:;<=>?@[_`{|}~\;¡¢£¥¦§¨ª«¬®¯°±²³´µ¶·¸¹º»¼½¾¿ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞàáâãäåæçèéêëìíîïðñòóôõö÷øùúûüýþ

Be sure to record the user names and passwords in order to distribute them to the students.

NCLB Data

Gender:

English Language Proficiency:

Ethnicity:

Special Conditions:
Autism
Visual Impairment
Deaf - Blindness
Developmental Delay

Special Services:
IEP
504
Gifted/Talented
Migrant Education

Economic Status:

Step 4

(Optional) Specify any or all of the student's No Child Left Behind (NCLB) data.

Step 5

Click **Add**, and then in the confirmation box, click **Close**.