

Add Student

Step 1
Click **Classes** and then below **Add**, click **Student**. The **Add User** page appears.

Did You Know?
If you do not have access to add classes or students, then the data permissions for these options are locked by your district administrator. In this case, contact your administrator to request class or student updates.

Add User

User Details

Role

User Type: Student

School: Harcourt School C

Grade: * P-K K 1 2 3 4 5 6 7 8

Step 2
Select the student's **Grade** level.

Personal Details

First Name: *

Middle Initial:

Last Name: *

Step 3
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.

NCLB Data

Gender:

English Language Proficiency:

Ethnicity:

Special Conditions:

Special Services:

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**.

Note:

Globally unique user names are recommended. See the [Tips for Creating User Names](#) topic 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×ØÙÚÛÜÝÞßàáâãäåæçèéêëìíîïðñòóôõö÷øùúûýþ

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