

## Online Tutorial: Adding a Medical Alert

**Step 1:** From the start page, search for the student or browse students to find him/her.

### Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

### Browse Students

A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
K 1 2 3 4 5 6 7 8 9 10 11 12 M Fall

### Information

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[Modify Info](#)

**Step 2:** In the left navigation bar, click on “Emergency/Medical” under the “Information” heading.

**Step 3:** Enter the text you’d like to display in the text box.

Medical Alert Text

Kevin has tested positive for Swine Flu.

**Step 4:** Enter the expiration date for the alert.

Alert Expires (date)

06/30/10

(0/0/0 to never expire)

**Step 5:** Click the “Submit” button.

Submit

**Step 6:** If you’d like to read your medical alert, click the  icon.