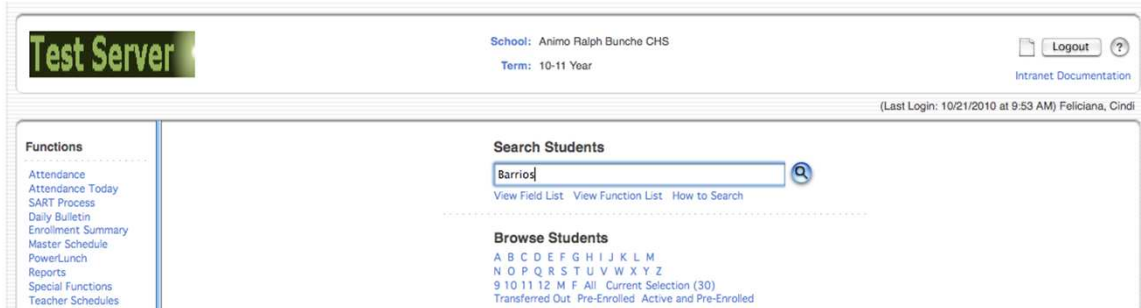


# Online Tutorial: Adding a Family Member

## Step 1: 1. Search for a student:



## Step 2: Select the student then Click Family on the Left hand side. At the bottom of the page, click on Search for additional Family members:

<b>Father's Name</b>	x
<b>Guardian's Name</b>	
<b>Mother's Phone</b>	323-585-5933
<b>Fathers' Phone</b>	323-585-5933
<b>Guardian's Phone</b>	
<b>Student's Last Name</b>	x
<a href="#">Search for Additional Family Members</a>	

## Step 3: In this screen you can just hit submit if the last names are the same, or add in additional criteria for the student.

Family ID	<input type="text"/>
Mother's Name	<input type="text"/>
Father's Name	<input type="text"/>
Phone	<input type="text"/>
Guardian's Name (Last, First)	<input type="text"/> <input type="text"/>
Address (Street, City)	<input type="text"/> <input type="text"/>
Sibling's Name (Last, First)	<input type="text"/> <input type="text"/>
<input checked="" type="checkbox"/> Include Student's Last Name (Barrios) In Search.	

**Step 4:** The next screen will pull up every student in the District that has the information you entered for criteria. **Note: the more information you enter the smaller the list.**

<input checked="" type="checkbox"/>	Barrios, Rosemary	Animo Ralph Bunche CHS	12	8918 E. Elm St.	Daysi Chavez	Walter Barrios
<input type="checkbox"/>	Barrios, Wendy Magaly	Graduated Students	99	4844 W. 104th Street	Barrios, Emma	Barrios, Edwin

**Step 5:** Click on the Related box next to a student's name and hit submit.

**Students with Shared Family Information**     Print Page 

Barrios, Michelle 12 16155 DOB: 8/6/1992 BUN

The following students have been linked as family members and share the family information specified. To remove a student from this link select the check box next to the appropriate student(s) and submit. To copy all the specified information from one of these students to the current student, click on the Copy From button next to the appropriate student before submitting.

Copy From:	<input checked="" type="radio"/>
Remove from Family	<input type="checkbox"/>
Student Name	Barrios, Rosemary
Student Number	16155
	Animo Ralph Bunche CHS

Your students are now linked