6.	Enter the name of the Emergency Contact person you want to connect to the student (could be a

8

#### IF THE PERSON IS NOT IN THE SYSTEM Add Person(s), then Connect them to Student

ALWAYS BEGIN BY SEARCHING FOR THE PERSON TO SEE IF THEY ARE ALREADY IN THE SYSTEM:

Each person associated with the student should be created in Campus first. By doing a Search/All People, take note of which person(s) are/are not already in the system, and which of them need to be added.

1. Search VVK

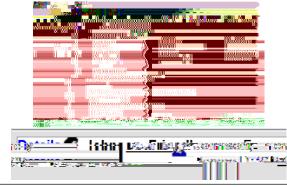
If they are NOT already in the system, go to:

Hint: When doing a Search, enter as little information as possible so that more names come up. You can then narrow your search.

2. Create New Person.



3. Enter as much information as you can, including Gender, Ethnicity, etc.



3.

- 4. Add each New Person for the student by repeating Page 4, steps 1-3.
- 5. After all of the persons are entered into the system, go to Page 1 and follow Steps 4-10.