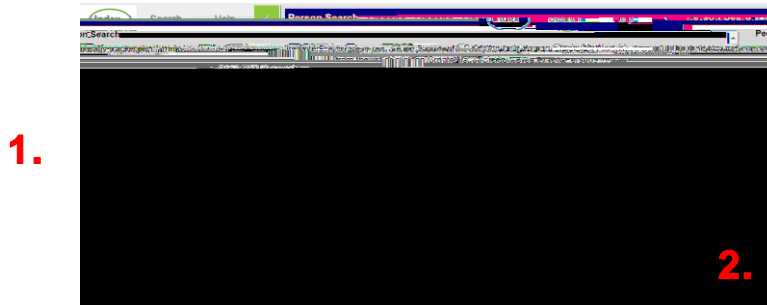

6. Enter the name of the Emergency Contact person you want to connect to the student (could be a

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.

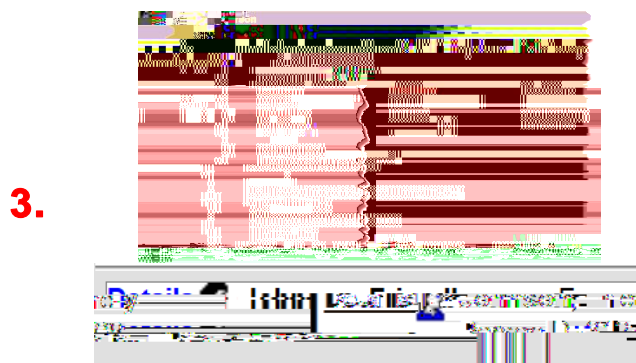
1. [Click on the Search/All People link](#) in the top navigation bar. If they are NOT already in the system, go to:

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

- 2.



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



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4. 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.