1. **Login to Website**

**The Welcome Page**

***From the welcome page Site- Facilitators, Mentors, and Students can be managed and their progress tracked***

* + Select ***Manage Students***

1. **Manage Students Page**

**Add a New Student**

***Accounts for students you manage are listed with options to Edit students, View Charts, and transfer them to different Mentors.***

* + Select ***Add New Student***
1. **Add New Student Identifiers/Demographics**

**Add/Edit Student Page (Step 1)**



***Enter Student Name, Birthday, Gender, Possession of IEP, designate a Mentor, and establish a User Name and Password.***

* + Enter student information then select ***Next Step 2***
1. **Add New Student Categories, Locations, Goals**

**Add/Edit Student Page (Step 2)**

***Enter locations in Student’s Home, Community, School, and Work. Specify prompts and intervals for each location that will be monitored.***

* + *Enter student information, then select* ***Next Step 3***
1. **Finish Adding New Student**

**Add/Edit Student Page (Step 3)**

***Enter appropriate Stakeholders (i.e. student’s guardians) who should be allowed access to viewing student’s data.***

* + Add stakeholders, then select ***Save new student!***
1. **Manage Students Page**

**Add/Edit Student Page**

***The Add/Edit Student Page appears with the newly added student.***