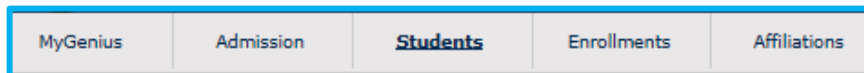
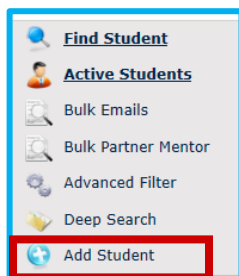


Register a new student for Odysseyware Academy or Academic Services.

1. Login to <https://sis.odysseywareacademy.com>
2. On the main navigation bar, click **STUDENTS**.



3. In the toolbar on the left, click **ADD STUDENT**.



4. Fill out the student form. Note that highlighted fields are required.

The form is divided into several sections:

- Basic Information:** Fields for First Name (Lucas), Last Name (Oceanstrider), Preferred Name, Middle Name, Gender (Male), Date of Birth (05/02/2001), Affiliation (OWA Demonstration School), Extended Services (No), Home/Hospital, Student Athlete (No), and Notes.
- Address:** Fields for Street, State (NEW MEXICO), City, Country (UNITED STATES), ZIP, Email (lucastrian@swmail.com), Phone (248-456-1138), Race, and Hispanic.
- Academic:** Fields for Grade Level (10), Expected Graduation, School (Odysseyware Academy), and Main Contact.
- Guardians:** Fields for Guardian 1 (Relationship: Uncle, Last Name: Larson, First Name: Owen, Email: olarm@swmail.com, Phone), Guardian 2 (Relationship: Select..., Last Name, First Name, Email, Phone), and Guardian 3 (Relationship: Select..., Last Name, First Name, Email, Phone).
- Additional Information:** Fields for ELL, Gifted, Title I, Economic Disadv., IEP, and Section 504.

Affiliation: Indicates the specific site, school, campus, organization, etc. to which the student should be attached.

Extended Services: Identifies a student that will need special academic accommodations (IEP, 504 plans, etc.)

Email: This is the primary method of communication between teacher and student. Ideally, this would be the student's email address though a mentor or parent's email can suffice if the student doesn't have their own.

Guardians: Completing this information will prompt the creation of a Guardian Profile. This allows the user to monitor student grades and progress.

5. In the LOGIN INFORMATION section you can select the username and password for the student.

A section titled 'Login Information' with two input fields: 'Login:' and 'Password:'.

6. Click **SAVE**. If there are no errors in the application, you will see the following notice:

