

## Adding New Students/Updating Existing Students

- Log into the AR Management program with administrative access.
- From the **Go** menu, choose [Students].
- Select the **Add** button.
- The **New Student** dialog box will open.
- Type the Student information. Be sure to include First Name, Last Name, Password (initial's), Grade. Click <OK>
- A dialog window appears that shows that the student was successfully added. "Do you want to add more students at this time?" Select **Yes** to add more students or **No** if you are finished.
- Click **Done/Finish** after you have added all of your students.
- Remember that you need to enroll the students after they are added.