



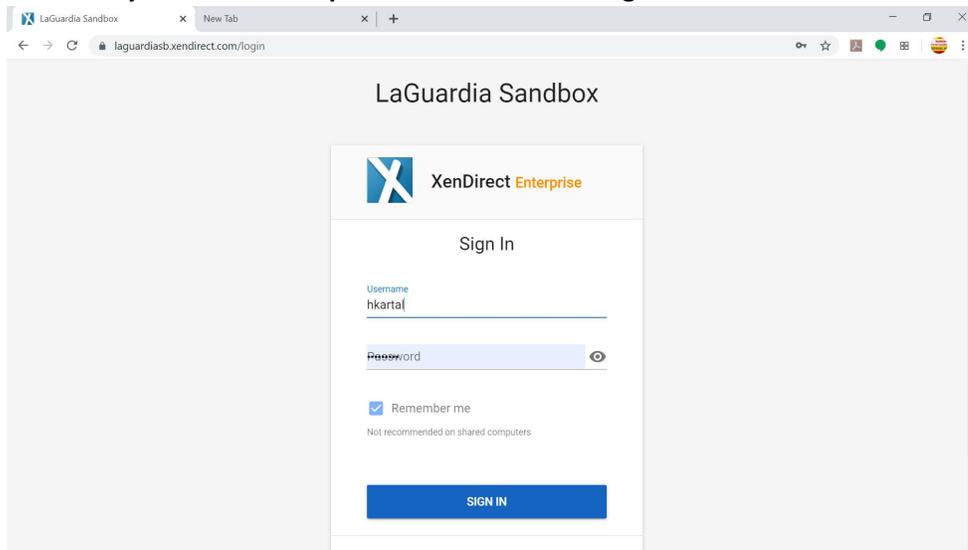
DARE TO DO MORE

How to Add Students to Courses

Instruction to log in and register students and info to the Xendirect Registration system:

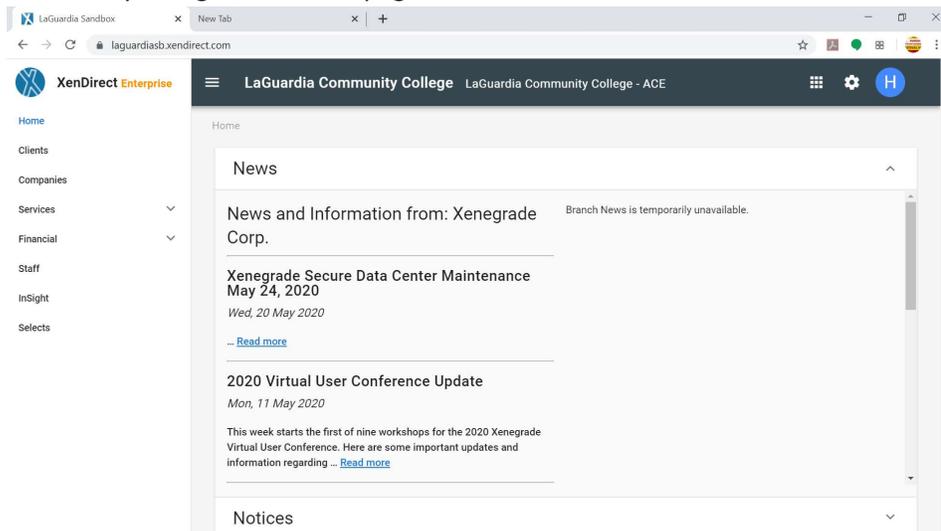
1. Go to the website: <https://laguardia.xendirect.com/login>; your loading page will look like this:

Enter your user id and password and click on Sign In.



- If credentials have not been provided please contact your program director.

2. Once you log in, the main page will look like this:



3. To access to students records, click on Clients from the left upper corner. Once you click on Client, your page will look like this:

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College. The left sidebar contains navigation options: Home, Clients, Companies, Services, Financial, Staff, InSight, and Selects. The main content area is titled 'LaGuardia Community College' and 'LaGuardia Community College - ACE'. Below the title, there are tabs for CLIENTS, ATTENDANCE, CASE NOTES, and MORE. A search bar is present with the text 'Filter by keyword'. Below the search bar, it says 'Found 112 records'. There is a '+ NEW CLIENT' button and a refresh icon. The table below has the following data:

Client ID	Name	Type	Company/Employer	Assignments	Age	Birth Date
ACE100056	abaev, kareem	I		10	40	1/1/1980
ACE100053	Abaev, Lashaun	I		6		
ACE100058	Abdel-Sattar, Jose	I		3		
ACE100062	Abdullah, Gaidev	I		3		

- Before entering a new student record the staff should look if the student is already in the system

4. To find a student, type first or last name of the student in search bar as shown below:

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College. The left sidebar is the same as in the previous screenshot. The main content area is the same, but the search bar now contains the text 'Joe'. Below the search bar, it says 'Found 2 records matching "Joe"'. There is a '+ NEW CLIENT' button and a refresh icon. The table below has the following data:

Client ID	Name	Type	Company/Employer	Assignments	Age	Birth Date
ACE100098	Dan, Joe	I				
ACE100075	Lamb, Joe	I		3	38	2/1/1982

Then simply hit Enter or click on magnifying glass icon to see the search results. For our case, we are searching for a student named "Joe"

5. Once you locate the student, hover over three dots as shown below: Select

The screenshot shows the XenDirect Enterprise interface. On the left is a navigation sidebar with options like Home, Clients, Companies, Services, Financial, Staff, InSight, and Selects. The main content area is titled 'LaGuardia Community College - ACE' and shows a 'CLIENTS' list. A search for 'joe' has found 3 records. A dropdown menu is open over the first record, listing various options: Profile..., Assessments, Classifications, Fee Groups, Funding, Residency, Registration..., Applications, **Assignments** (circled in red), Graduation, Invoices, Payments, Placement, Programs, Outcomes..., and Employment. The background shows a table with columns for Type, Company/Employer, Assignments, Age, Birth Date, and Mailing Preference.

6. Click on **Add Assignments** as shown below:

The screenshot shows the XenDirect Enterprise interface for a specific client, 'Client: Wilkins, Joe (ACE100172)'. The breadcrumb trail is 'Home / Clients / Client (ACE100172) / Assignments'. The main content area has tabs for CLIENTS, ATTENDANCE, CASE NOTES, and MORE. Below the tabs are search filters: 'Prev. 12 months', 'Session', and 'Enrollment Status'. A search bar contains 'Course'. Below the search bar, a message states 'No records found where Start Date Within is equal to "Prev. 12 months" and Product Type is equal to "Course"'. A red circle highlights the **ADD ASSIGNMENT(S)** button. At the bottom, a table header is visible with columns: Course Section, Course Title, Session, Enrollment Status, Status Code, Comp Code, and Regis. The table content is empty, showing 'No data available'.

7. Click on “Add Multiple” as shown below:

XenDirect Enterprise LaGuardia Community College LaGuardia Community College - ACE

Home Clients Companies Services Financial Staff InSight Selects

Add Assignment(s) for "Wilkins, Joe (ACE100172)"

1 Registration 2 Assignments 3 Options 4 Review/Submit

Invoice to Company - Select or Type to Search -

Include Fee Options Include

How Heard - Select -

Registered By - Select -

CANCEL NEXT

No data available

- Fill out the options accordingly and press Next

8. Click on “Course” as shown below:

XenDirect Enterprise LaGuardia Community College LaGuardia Community College - ACE

Home Clients Companies Services Financial Staff InSight Selects

Add Assignment(s) for "Wilkins, Joe (ACE100172)"

Registration Assignments Options Review/Submit

Add one or more new Assignments and click Next to proceed.

Selected Assignments:
Use the form below to add Assignments

Add Assignments for Client **Courses**

Select a Service Type

CANCEL < BACK

Finished adding all assignments? NEXT

- Additional options are available such as Bundles, but they depend on the courses being offered.

- Under “**Select Course**” pick the course by either typing the course name or scrolling for the course as shown below:

Add one or more new Assignments and click Next to proceed.

Selected Assignments:
Use the form below to add Assignments

Add Assignments for Client: Wilkins, Joe (ACE100172)

Select a Service Type: Courses

Select a Course: PHMT100 - Pharmacy Technician

Select a Course Section

Course Code	Section ID	Location	Session	Dates	Times	Days
PHMT100W21.T05.01	W21.T05.01.00	LaGuardia Community College	Winter 2021	2/23/2021 6/3/2021	6:00 PM 9:00 PM	M,W

Registration Available

CANCEL < BACK

- Once the course is found select the **blue icon** on the left side of the course to add it to the student.

Add one or more new Assignments and click Next to proceed.

Selected Assignments:
Use the form below to add Assignments

Add Assignments for Client: Wilkins, Joe (ACE100172)

Select a Service Type: Courses

Select a Course: PHMT100 - Pharmacy Technician

Select a Course Section

Course Code	Section ID	Location	Session	Dates	Times	Days
PHMT100W21.T05.01.00	W21.T05.01.00	LaGuardia Community College	Winter 2021	2/23/2021 6/3/2021	6:00 PM 9:00 PM	M,W

Registration Available

CANCEL < BACK

Finished adding all assignments? NEXT

- The message below the course will inform you if registration for the course is available or not.

11. If the registration is added it will look as shown below:

Selected Assignments:

Registrant: Wilkins, Joe (ACE100172)

PHMT100W21.T05.01.00

Add Assignments for Client: Wilkins, Joe (ACE100172)

Select a Service Type: Courses

Select a Course: PHMT100 - Pharmacy Technician

Select a Course Section

Pharmacy Technician							
	Course Code	Section ID	Location	Session	Dates	Times	Days
<input checked="" type="checkbox"/>	PHMT100W21.T05.01.00	W21.T05.01.00	LaGuardia Community College	Winter 2021	2/23/2021 6/3/2021	6:00 PM 9:00 PM	M,W

Registration Available

CANCEL Finished adding all assignments?

- Press next

12. Ensure the course and status are correct as shown below:

Add Assignment(s) for "Wilkins, Joe (ACE100172)"

Registration Assignments **Options** Review/Submit

Confirm registration information and check conflicts

Registrant: Wilkins, Joe (ACE100172)

Course Code/Title	Start Date	End Date	Status	Status Code	Qty
PHMT100W21.T05.01.00 Pharmacy Technician	02/23/2021 <input type="button" value="calendar"/>	06/03/2021 <input type="button" value="calendar"/>	Enrolled/Active <input type="button" value="X"/>	- <input type="button" value="v"/>	1 <input type="button" value="up"/> <input type="button" value="down"/>

CANCEL

- Status can be updated accordingly when necessary.

13. Verify the registration is correct as shown below:

Add Assignment(s) for "Wilkins, Joe (ACE100172)"

✓ Registration
✓ Assignments
✓ Options
4 Review/Submit

Qualifying Discounts will be applied to the final invoice.
Click Submit to process, Back to modify, or Cancel to quit

Registrant: Wilkins, Joe (ACE100172)

Item / Schedule / Status	Fee	Qty	Fee Amt	Total Fees
PHMT100 / W21.T05.01.00 - Pharmacy Technician Enrolled/Active 2/23/2021 - 6/3/2021 6:00 PM - 9:00 PM Days: M,W	Tuition	1	\$1195.00	\$1195.00
			Total Fees:	\$1195.00

CANCEL
< BACK
SUBMIT

- Once you have verified the registration you can proceed, and press **Submit** and the course registration will be completed.

14. When the course is added the course will be available on the student record as shown below:

XenDirect Enterprise

LaGuardia Community College LaGuardia Community College - ACE

CLIENTS
ATTENDANCE
CASE NOTES
MORE

Client: Wilkins, Joe (ACE100172)

CLIENT
ASSIGNMENTS
INVOICES
PAYMENTS
APPLICATIONS
MORE

Prev. 12 months X
 Session
 Enrollment Status

Course X

Found 1 record where **Start Date Within** is equal to "Prev. 12 months" and **Product Type** is equal to "Course" clear all

ADD ASSIGNMENT(S)
1-1 of 1

Course Section	Course Title	Session	Enrollment Status	Status Code	Comp Code
PHMT100W21.T05.01.00	Pharmacy Technician	Winter 2021	Enrolled/Active		

1-1 of 1
1
10 per page