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.
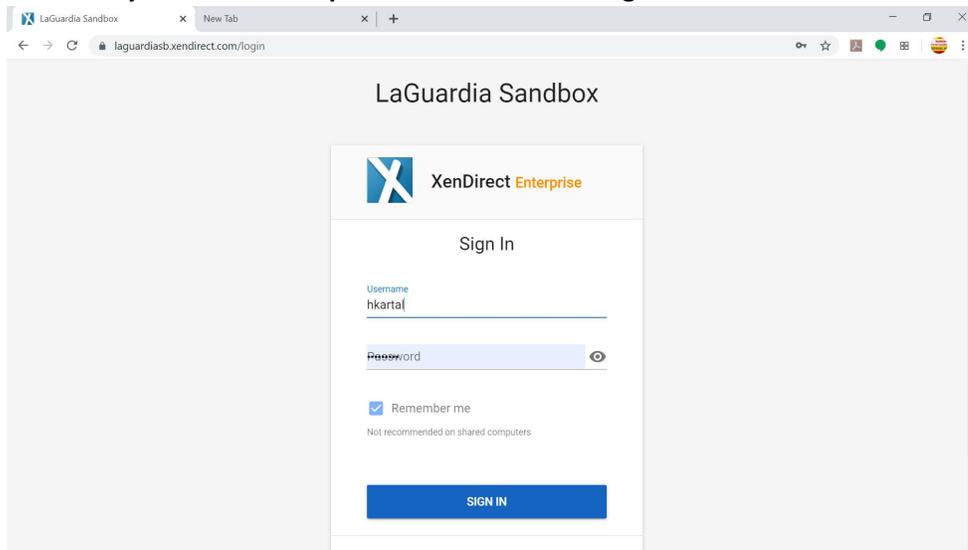
- If credentials have not been provided please contact your program director.
2. Once you log in, the main page will look like this:
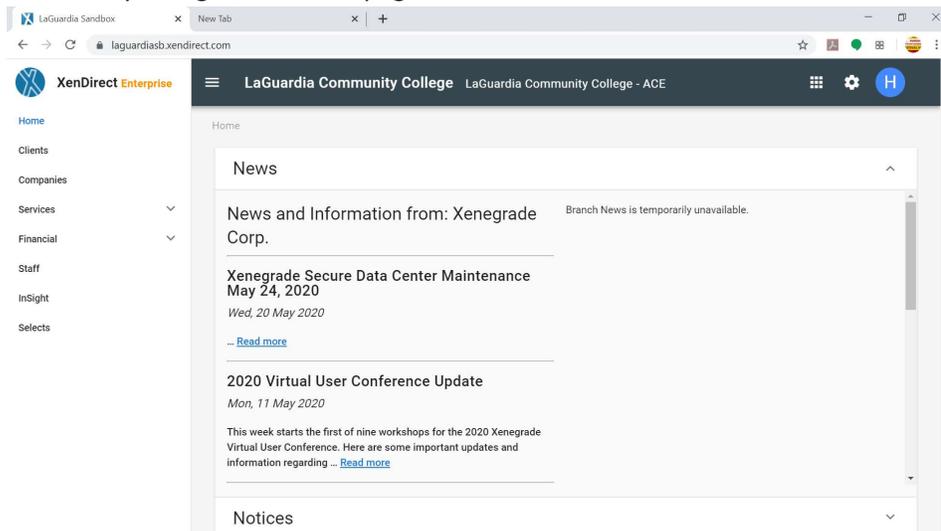
3. To access to students records, click on Clients from the left upper corner. Once you click on Client, your page will look like this:

- **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:

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

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

7. Click on "Add Multiple" as shown below:

- Fill out the options accordingly and press Next

8. Click on "**Course**" as shown below:

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

9. Under "**Select Course**" pick the course by either typing the course name or scrolling for the course as shown below:

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

- 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:

- Press next

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

- Status can be updated accordingly when necessary.

13. Verify the registration is correct as shown below:

- 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: