



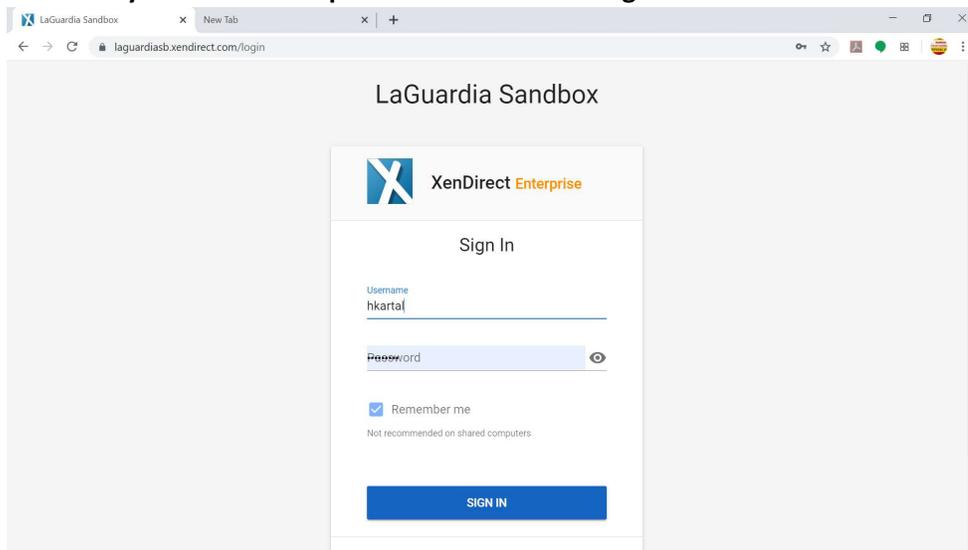
DARE TO DO MORE

How to Create Student Accounts

Instructions to log in and create a student account to the Xendirect Registration system:

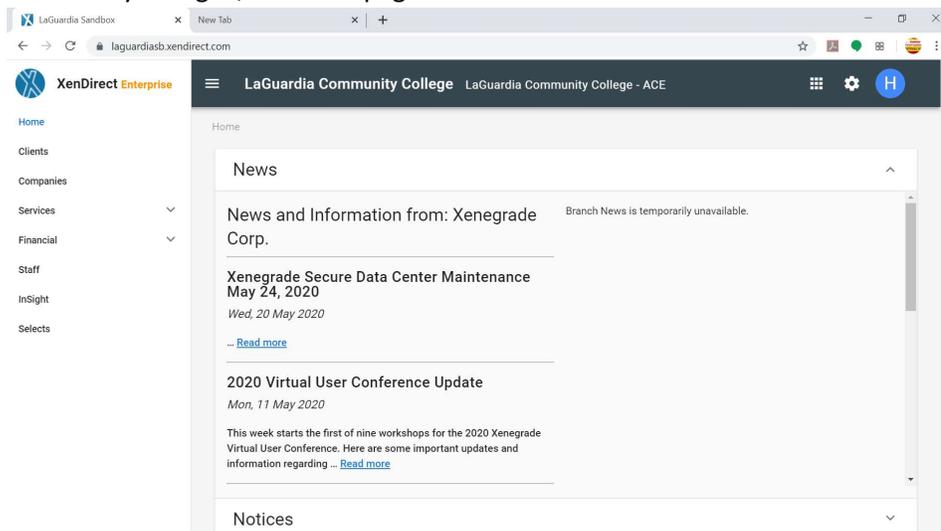
1. Go to the website: <https://laguardia.xendirect.com/login> ; your loading page will look like this:

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

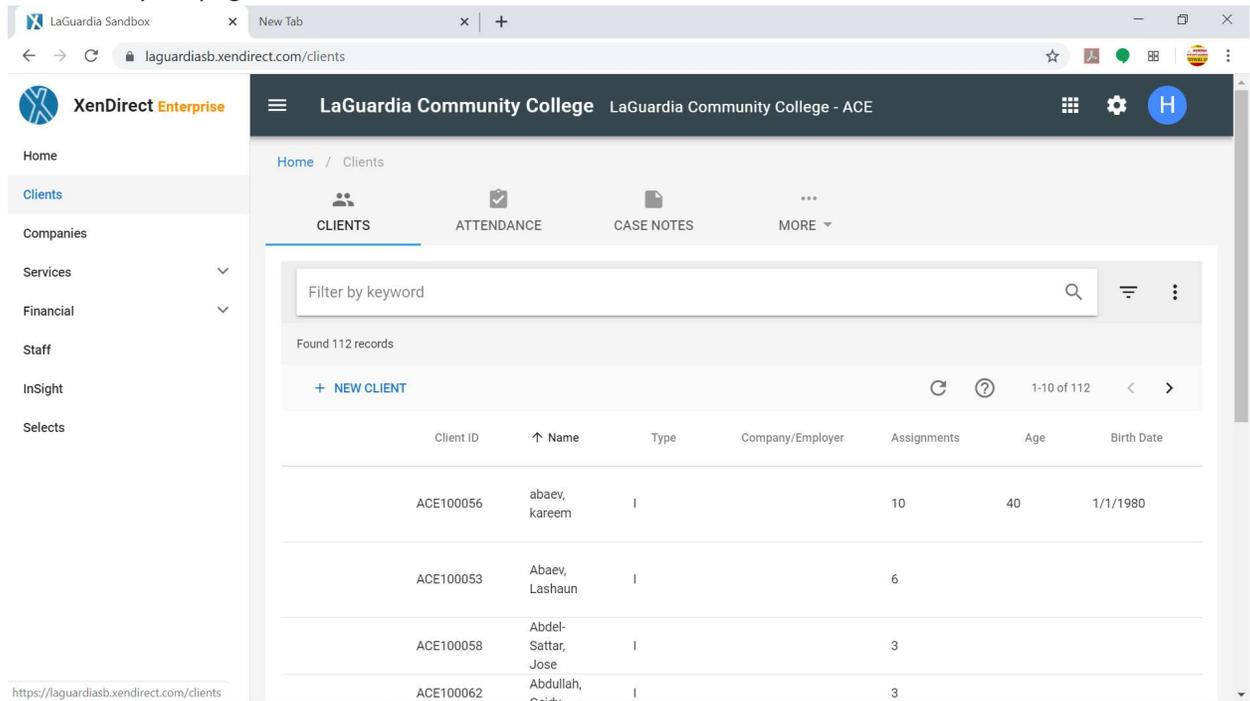


- If credentials have not been provided please contact your program director.

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:

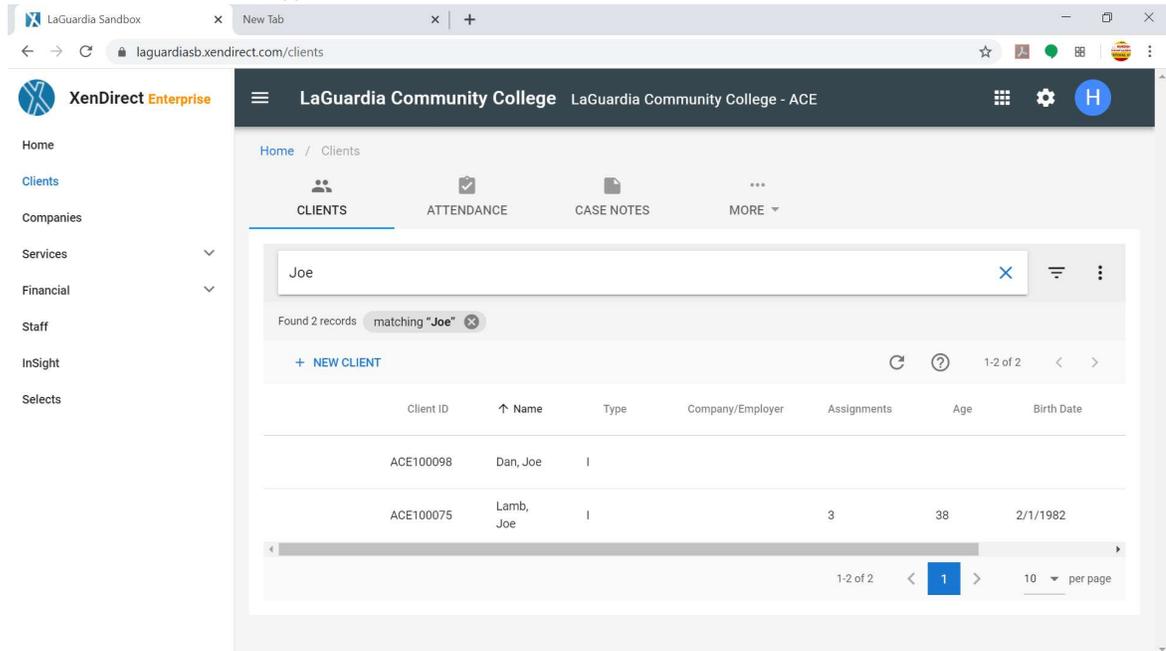


The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College. The left sidebar contains navigation options: Home, Clients, Companies, Services, Financial, Staff, InSight, and Selects. The main content area is titled 'LaGuardia Community College' and 'LaGuardia Community College - ACE'. Below the title 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 shows 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:

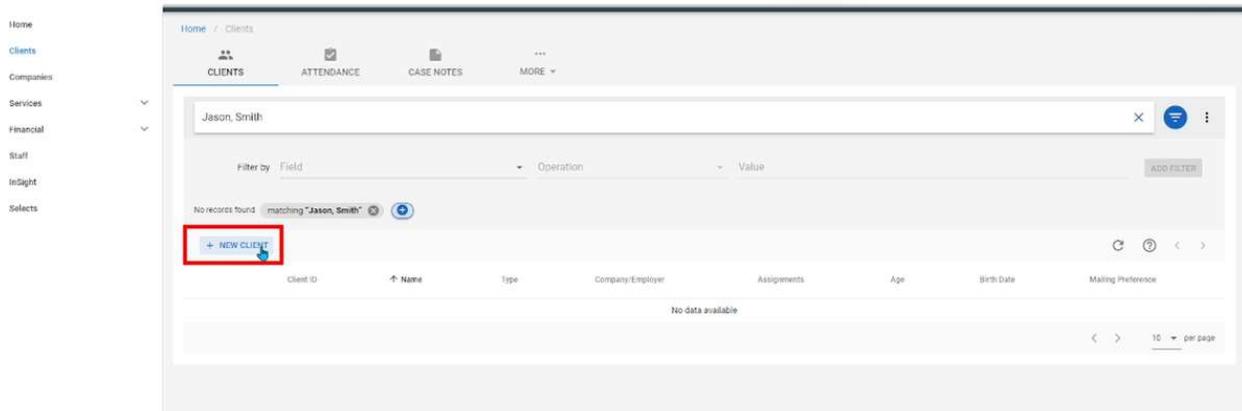


The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College. The left sidebar is the same as in the previous screenshot. The main content area is the same, but the search bar now contains the text 'Joe'. Below the search bar, it says 'Found 2 records matching "Joe"'. There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

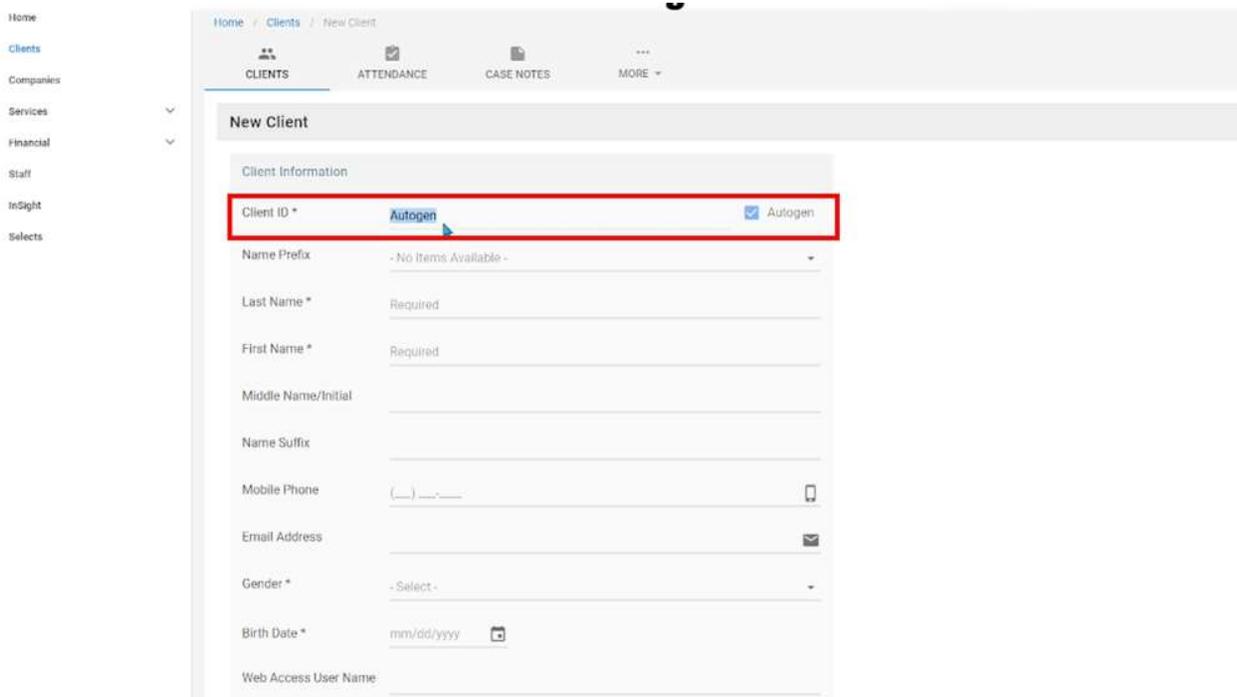
Client ID	Name	Type	Company/Employer	Assignments	Age	Birth Date
ACE100098	Dan, Joe	I				
ACE100075	Lamb, Joe	I		3	38	2/1/1982

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. If the student is not found under that name we select the **New Client** option.



6. The next screen will show a page where you can enter the student information.



- Do **not** use the Client ID as an automated ID will be generated when completed.
- All additional * must be filled out to create the account.

7. Once completed you can press the button **create**.

Home

Clients

Companies

Services

Financial

Staff

InSight

Selects

New Client

Client Information

Client ID * Autogen Autogen

Name Prefix - No Items Available -

Last Name * Jason

First Name * Smith

Middle Name/Initial

Name Suffix

Mobile Phone (347) 711-9999

Email Address Jasonsmith@lagcc.cuny.edu

Gender * M - Male

Birth Date * 11/09/1994

Web Access User Name

CREATE AND ADD NEW + CREATE CANCEL

a. If you would like for the student to also have access to the web registration you can fill out the Web Access Username and provide it to the student.

8. If the account was created successfully, you will see a confirmation at the top right corner of the screen.

