

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 Sig	n In.				
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	XenDirect Enterprise					l
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	Remember me Not recommended on shared computers					l
	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:

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• 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:

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		ACE100075	Lamb, Joe	1		3	38	2/1/1982	
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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.

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

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

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

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ight iects		Last Name *	Jason		
		First Name *	Smith		
		Middle Name/Initial	-		
		Name Suffix			
		Mobile Phone	(347) 711-9999	Q	
		Email Address	Jasonsmith@lagcc.cuny.edu		
		Gender *	M - Male	× •	
		Birth Date *	11/09/1994		
		Web Access User Name			
			③ 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.

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