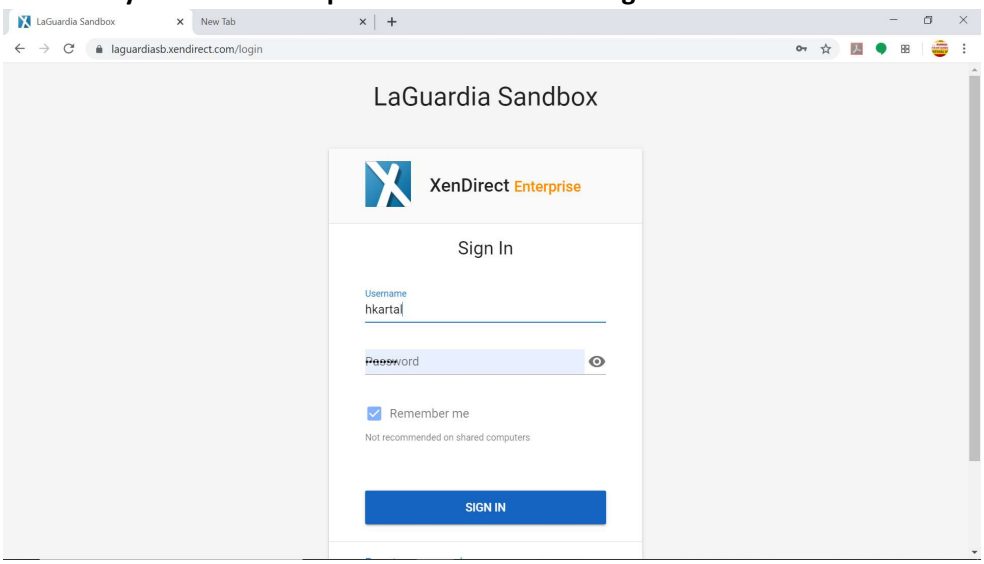
LaGuardia Community College DARE TO DO MORE

How to Create Student Accounts

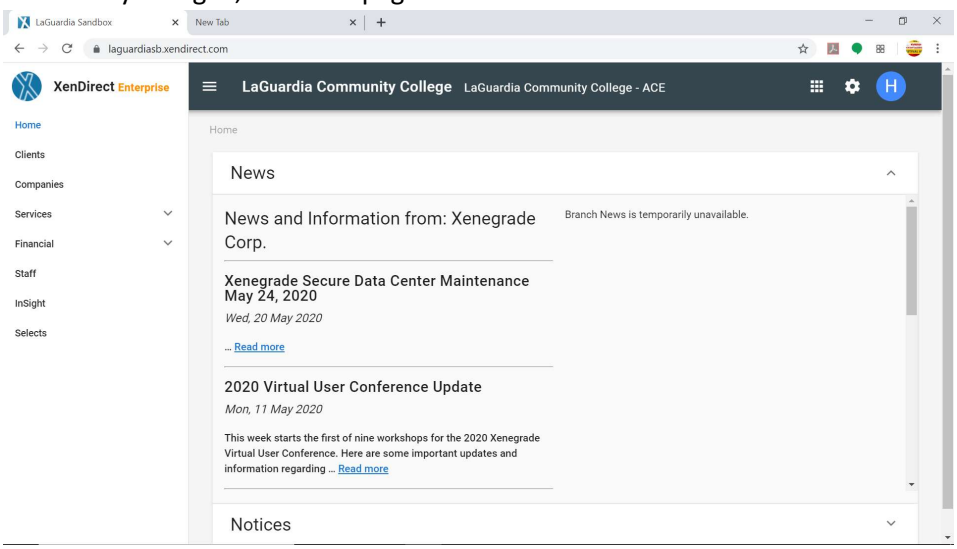
Instructions to log in and create a student account to the Xendirect Registration system:

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.

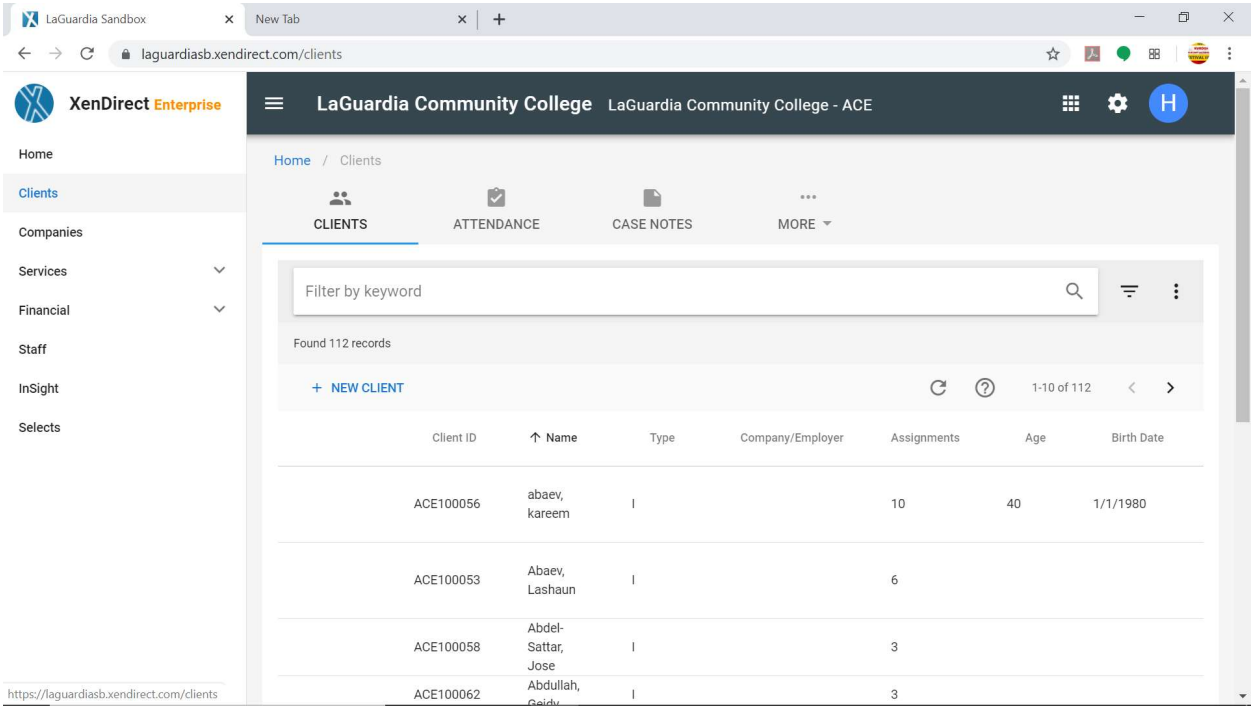


   - If credentials have not been provided please contact your program director.

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

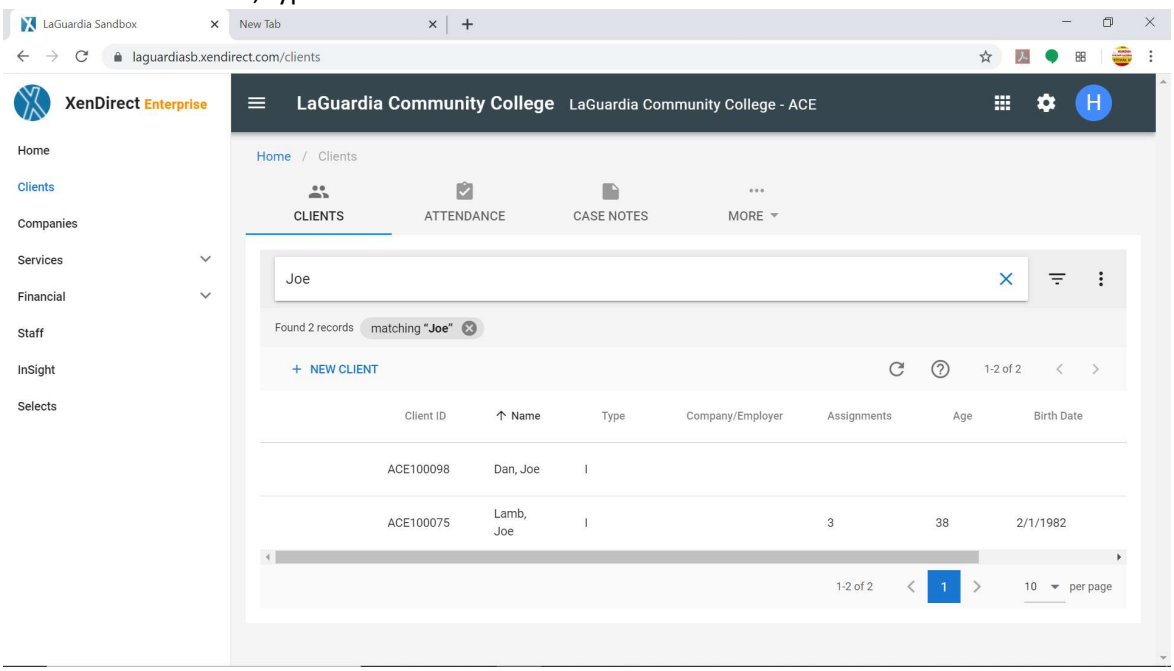


3. To access to students records, click on Clients from the left upper corner. Once you click on Client, your page will look like this:



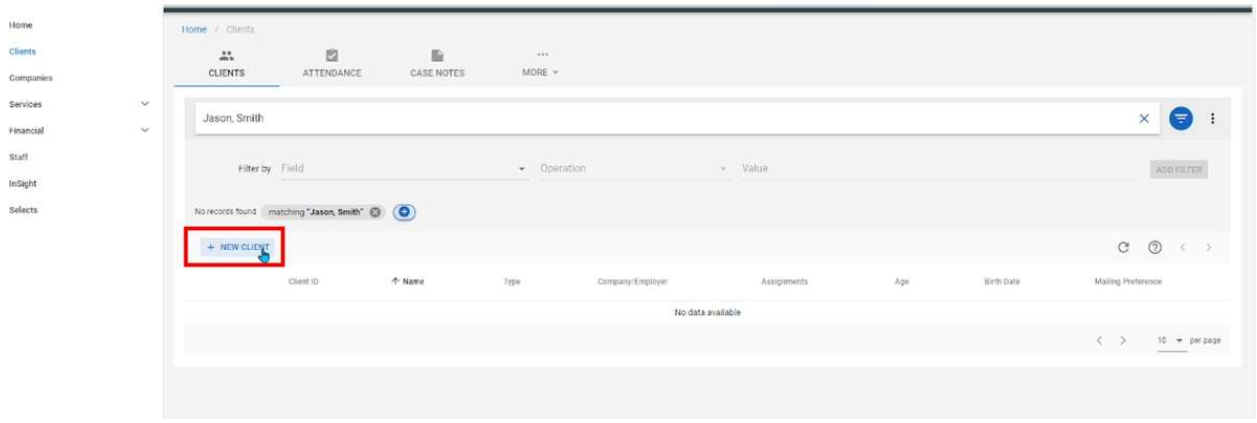
- **Before entering a new student record the staff should look if the student is already in the system**

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

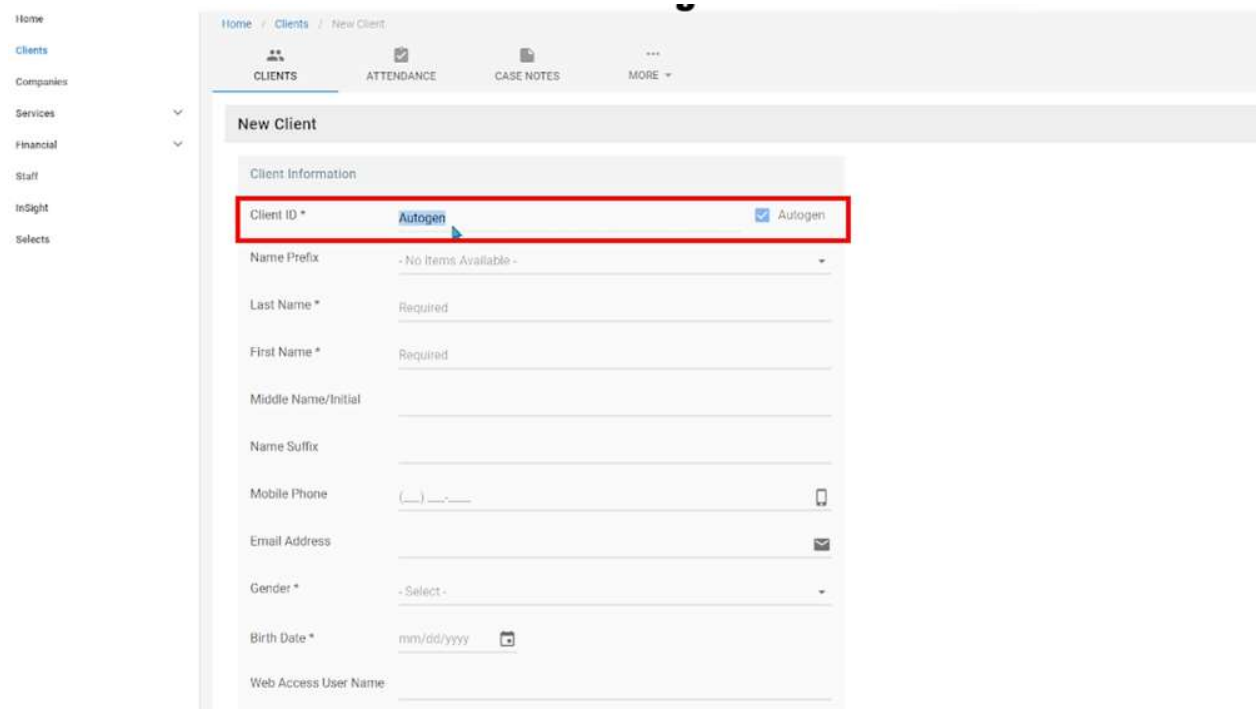


Then simply hit Enter or click on magnifying glass icon to see the search results. For our case, we are searching for a student named “Joe”

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

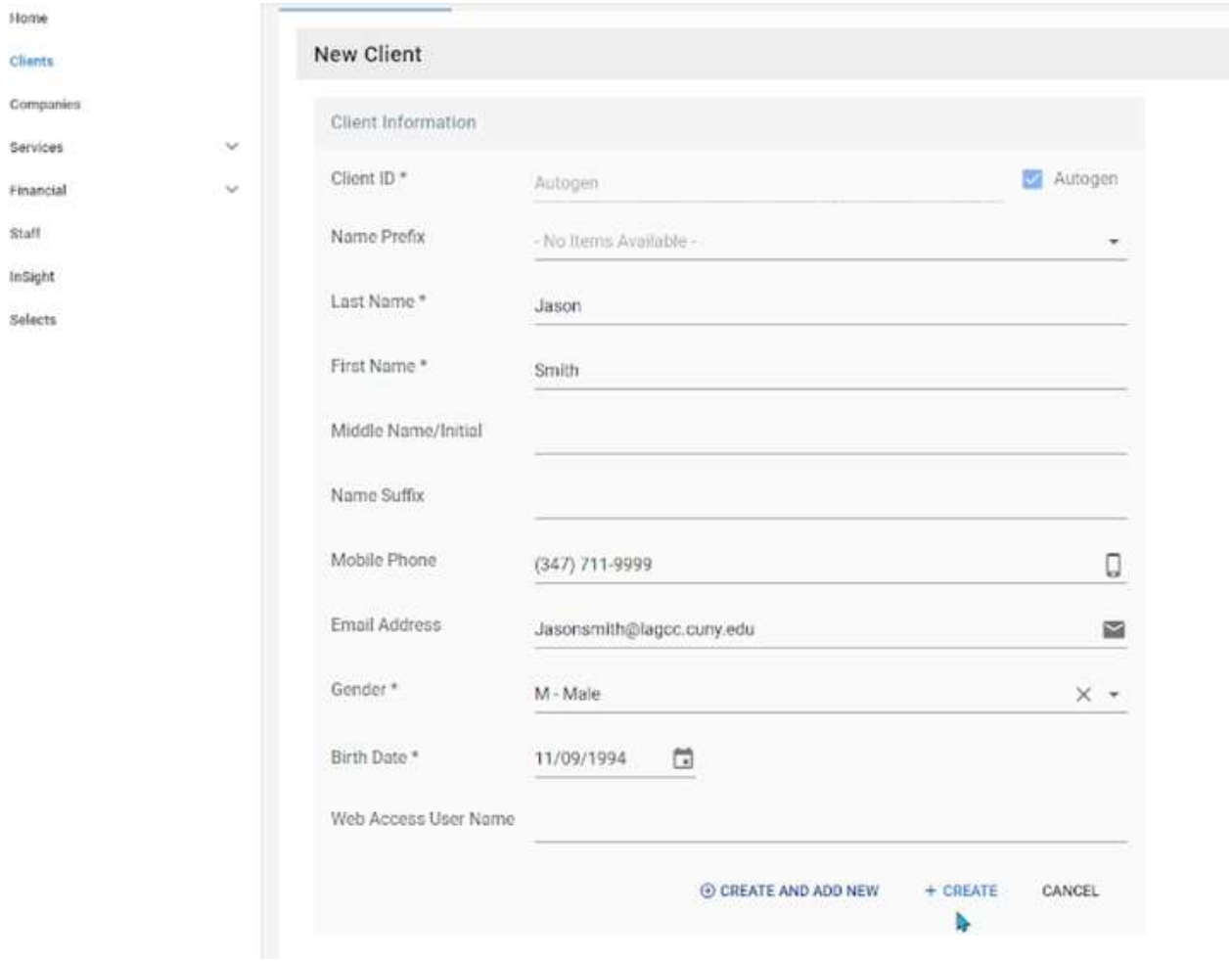


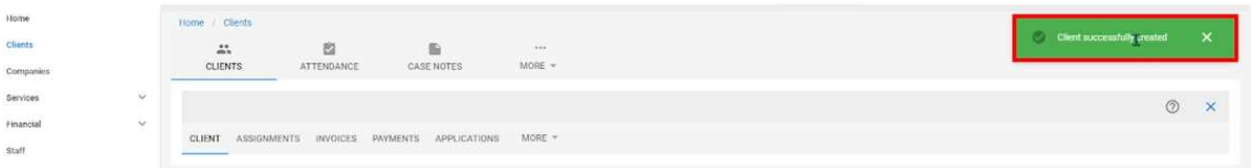
6. The next screen will show a page where you can enter the student information.



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**.



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.