

How to Enter Case Notes For a student

Instruction to log in and enter students' updates to the Xendirect Registration system:

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

Enter your u	user id and pas	sswor	d and	click o	n Sigi	n In.						
🔀 LaGuardia Sandbox 🛛 🗙	New Tab	× +							-	Ċ	9	×
\leftarrow \rightarrow C \textcircled{a} laguardiasb.xendir	rect.com/login						07 \$	۲ <u>۲</u>	•	88	-	:
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		X	XenDirec	t Enterprise	9							l
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		Not recommen	mber me Ided on shared com	nputers								l
			SIGN IN	1								

If credentials have not been provided please contact your program director.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 section you will see the option for **Case Notes**.

XenDirect Enterprise	≡ LaGuardia Communit	y College ACE						= ¢ 🚺	Ð
Home	Home / Clients								
Clients	41. B								
Sompanies	CLIENTS ATTEND	ANCE CASE NOTES	MORE *						
Services ~	Filter by keyword							Q =	:
itaff	Found 11461 records								
nSight	+ NEW CUENT							C () 1-10 of 11461 ()	>
felects .	Client ID	↑ Name	Type	Company/Employer	Assignments	Age	Birth Date	Mailing Preference	
	CE105180	A Agymang, Sampson	3		,	25	5/18/1996	22-11 New Haven Avenue #6D Queens, NY 11691 United States	
	CE106184	A, Charles	1		3	50	1/23/1972	3607 avenue L Brooklyn, NY 11210 United States	
	CE101998	A,L	3			20	1/1/1999	1047 E 83RD ST APT 1 Brooklyn, NY 11236 United States	
	CE100000	Andamo, Abigail	а.		3	43	4/2/1978	TERRZAS DE CALICANTO 14 1005 CARTAGENA, bolivar 13000 Colombia	

4. Once the option for Case Notes is selected you will be able to see all the case notes entered.

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	Home / Case Notes	2						
	CLIENTS	ATTENDANCE	CASE	MORE +				
~	Filter by keywor	d						Q = i
	- Type to Search	a Client -		Dete / Time From From From From From From From From	m 🖸	To	Follow-Up Date From	To To
	Found 46060 records							
	+ ADD CASE NO	Client	CBent 1D	↑ Date / Time	Follow-Up Date	Type	Course Code Staff	Case Notes
		Berrias, Adonis	CE100003	4/20/2020 5:26 PM		Consent Approved		Submitted from IP 67 254 251 41
		Remolino, Josh	CE100004	4/20/2020 5:40 PM		Consent Approved		Submitted from IP 108 14 227 26
		Acosta, Jonathan	CE100005	4/20/2020 5:42 PM		Consent Approved		Submitted from IP 100.12.69.75
		Avent, Derrick	CE100006	4/20/2020 6:13 PM		Consent Approved		Submitted from IP 71 167 27 130
		SEYDOU, LIONEL	CE100007	4/20/2020 6:14 PM		Consent Approved		Submitted from IP 140 163 254 156
		Tioczkowski, Joseph	CE100008	4/20/2020 6:37 PM		Consent Approved		Submitted from IP 96 222 131 245
		POTTS, ROYCE	CE100009	4/20/2020 6:56 PM		Consent Approved		Submitted from IP 47.20.119.149
		de la rosa, souel	CE10001D	4/21/2020 1:26 PM		Consent Approved		Submitted from IP 67.82.227.92
		Reynosc, Noel	CE100011	4/21/2020 3:17 PM		Consent Approved		Submitted from IP 24 90 142 137
		Braithwaite, Othniel	CE100012	4/21/2020 3:28 PM		Consent Approved		Submitted from IP 107.77.224.82

5. Select + Add Case Note to add a new case note.

XenDirect Enterprise	1	LaGuardia Co	ommunity Colle	ge ACE								٠	N
Home	10	ome / Case Notes											
Chents Companies		#15 CLIENTS	ATTENDANCE	CASE NOTES	MORE ~								
Services \checkmark Financial \checkmark		Filter by keyword									Q	Ŧ	1
Staff InSight Selects		- Type to Search Cli Found 46060 records	ient -		← Date / Tir	me	To	Follow-Up Date	From	- To			۵
	[+ ADD CASE NOTE	- Degi	Client ID	↑ Date / Time	Follow-Up Date	Туре	Course Code	Staff	C () 1- Case Notes	10 of 46060	¢	>
		Berr	ics, Adonis	CE100003	4/20/2020 5:26 PM	ć.	Consent Approved			Submitted from IP	67 254 251	41	

6. The new case note window will display. Fill out all required fields that contain *

Client *	- Select or Type to Search -	
Туре *	- Select -	
Date / Time *	01/27/2022 10:28 AM	5
Staff	- Select or Type to Search -	-
Course Code	- Select -	
Method	- Select -	
infraction	- No ttems Available -	
Penalty	- No items Available -	÷
Intervention	- No Items Available -	
Follow-Up Date	mm/dd/yyyy	
Case Notes		

7. Verify the information is correct and proceed to press create.

Client *	John , Smith (CE100191)	×	•
Type *	Application	×	•
Date / Time *	01/27/2022 10:28 AM		ĺ,
Staff	Abdel Aal , Samar (TELC001)	×	
Course Code	ACAD101F21.T05.01.00 - Introduction to Autol	X	
Method	Email	×	
Infraction	- No Items Available -		
Penalty	- No Itemii Available -		•
Intervention	- No Items Available -		
Follow-Up Date	01/20/2022		
Case Notes	This is a test case notes		

8. Once the course code has been entered, you can perform a search and all the details will be listed on the right side.

XenDirect Enterprise	\equiv LaGuardia Community C	ollege ACE		# \$	J
Home		B			
Clients	CLIENTS ATTENDANCI	CASE NOTES	MORE *		
Companies					
Services ~	Filter by keyword			Q =	
Financial V	Turna to Sparah Cliant	- 0	nta / Tima 🛛 Tram	a B Fallow Ha Data From B Ta	-
Staff	- Type to Search chent -	• 00			
InSight	Found 162296 records				
Selects	+ ADD CASE NOTE			C ③ 162271-162280 of 162296 <	>
	Client	Client ID 1 Date / Time	Follow-Up Date Type	Course Code Staff Case Notes	
	Shiwmangal, Ramona	CE133083 7/31/2023 10:2 PM	6 Message	WebReg Forgot Username/Password email sent.	
	Shiwmangal, Ramona	CE133083 7/31/2023 10:2 PM	8 Message	WebReg Forgot Username/Password email sent.	
	Ramnarain, Romendra	CE137137 7/31/2023 11:0 PM	2 Information	A web registration receipt email was automatically sent the following course(s): ACES303F23.T23.01.00	t for
	Kosimova, Maftuna	CE137733 7/31/2023 11:0 PM	3 Message	WebReg Forgot Username/Password email sent.	
	Hagins, Estefania	CE133840 7/31/2023 11:0 PM	18 Information	A web registration receipt email was automatically sent the following course(s): PHMT099F23.T05.01.00	t for
	Carrasco, Jeremy	CE137737 7/31/2023 11:2 PM	7 Consent Approved	Submitted from IP 172.31.48.234	
	Barreto, Carmen	CE137623 7/31/2023 11:4 PM	7 Message	WebReg Forgot Username/Password email sent.	
	Vega, Luis	CE137738 7/31/2023 11:5 PM	8 Consent Approved	Submitted from IP 172.31.48.234	
	Torres Hernandez, Scarlet	CE137739 8/1/2023 12:00 AM	Consent	Submitted from IP 172.81.84.182	
	Torres Hernandez, Scarlet	CE137739 8/1/2023 12:09 AM	Information	A web registration receipt email was automatically sent the following course(s): HSEE700U23.G04.08.00	for

a. Please not that some case notes are automatically generated by the system to track password resets and registration submissions by the student.

For further info, please visit the Xendirect Knowledge Base page:

https://xenegrade.kayako.com/article/168-case-notes