



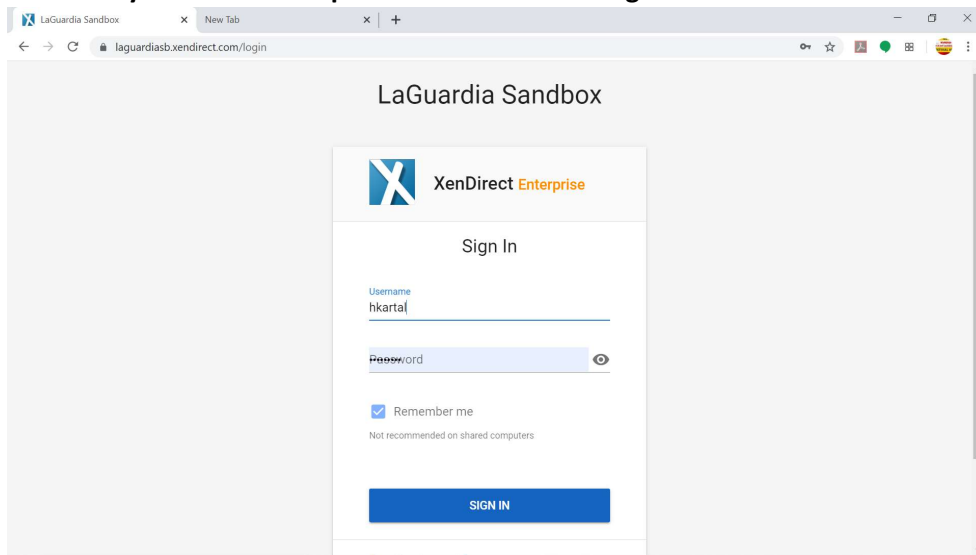
**DARE TO DO MORE**

# How to Upload Documents for Students

Instruction to log in and upload documents to students records to the Xendirect Registration system:

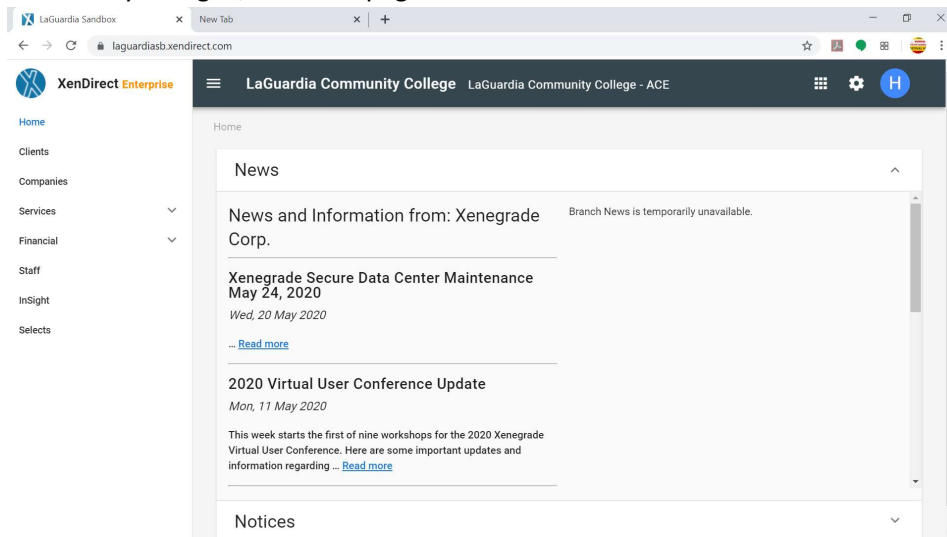
1. Go to the website: <https://laguardia.xendirect.com/login>; your loading page will look like this:

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

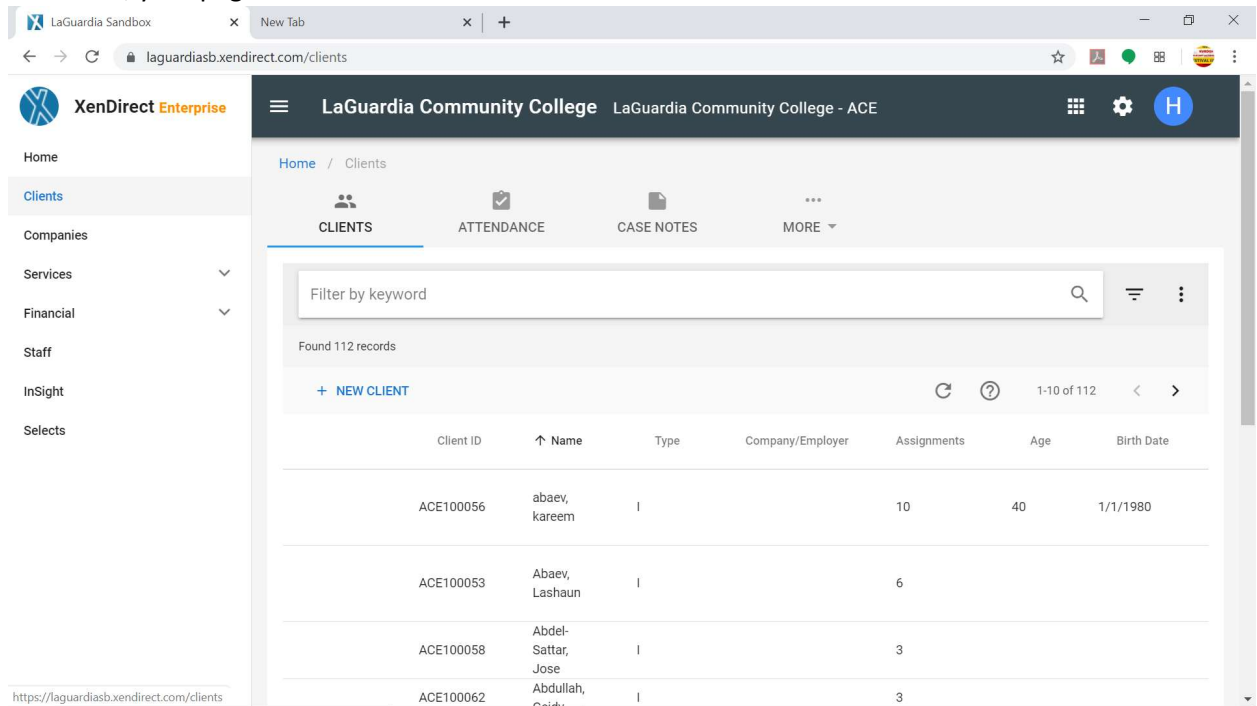


- If credentials have not been provided please contact your program director.

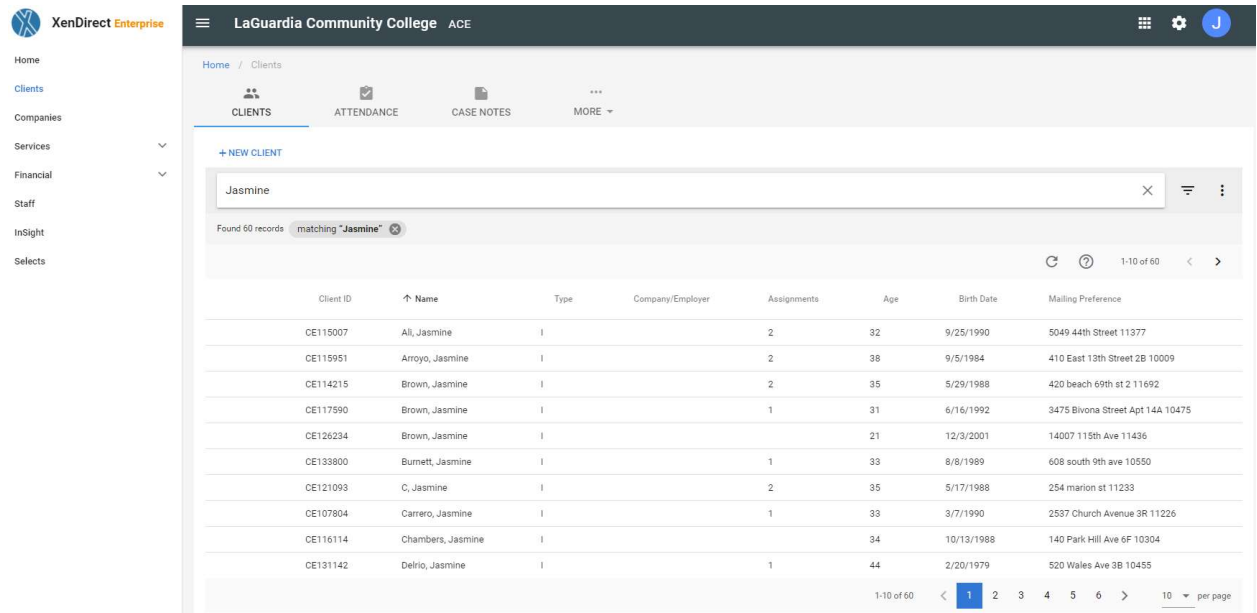
2. Once you log in, the main page will look like this:



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:



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 "Jasmin"

- Once you find the student click on the name and the icon on the first icon on the left will display the View details option.

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College. The 'Clients' tab is active, displaying a search for 'Jasmine' which returned 60 records. A table lists client information with columns for Client ID, Name, Type, Company/Employer, Assignments, Age, Birth Date, and Mailing Preference. The first row, for Ali, Jasmine (CE115007), has a red box around the 'View details' button and the name.

Client ID	Name	Type	Company/Employer	Assignments	Age	Birth Date	Mailing Preference
CE115007	Ali, Jasmine	I		2	32	9/25/1990	5049 44th Street 11377
CE115551	Arroyo, Jasmine	I		2	38	9/5/1984	410 East 13th Street 2B 10009
CE114215	Brown, Jasmine	I		2	35	5/29/1988	420 beach 69th st 2 11692
CE117590	Brown, Jasmine	I		1	31	6/16/1992	3475 Bivona Street Apt 14A 10475
CE126234	Brown, Jasmine	I			21	12/3/2001	14007 115th Ave 11436
CE133800	Burnett, Jasmine	I		1	33	8/8/1989	608 south 9th ave 10550
CE121093	C, Jasmine	I		2	35	5/17/1988	254 marion st 11233
CE107804	Carrero, Jasmine	I		1	33	3/7/1990	2537 Church Avenue 3R 11226
CE116114	Chambers, Jasmine	I			34	10/13/1988	140 Park Hill Ave 6F 10304
CE131142	Delrio, Jasmine	I		1	44	2/20/1979	520 Wales Ave 3B 10455

- Below the Students name toward the center select the **More** option and when the list displays select Documents.

The screenshot shows the XenDirect Enterprise interface for LaGuardia Community College, displaying the client details for Ali, Jasmine (CE115007). A dropdown menu is open, and the 'Documents' option is highlighted with a red box. The client information is displayed on the left, and the 'Documents' section is visible on the right.

Client: Ali, Jasmine (CE115007) - On Account: \$0.00

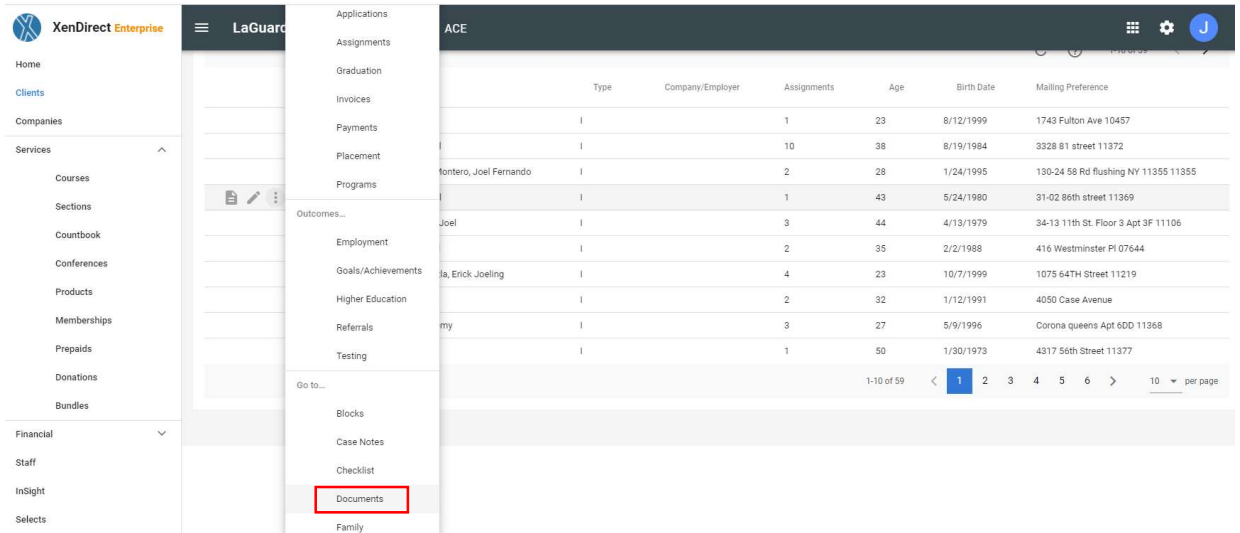
Client Information

Client ID	CE115007
Name Prefix	
Last Name	Ali
First Name	Jasmine
Middle Name/Initial	
Name Suffix	
Mobile Phone	(929) 544-6956
Email Address	jazz.ali007@yahoo.com
Gender	F - Female
Birth Date	09/25/1990
SEVIS ID	
TELC New/Returning	
Web Access User Name	jasmine_ali

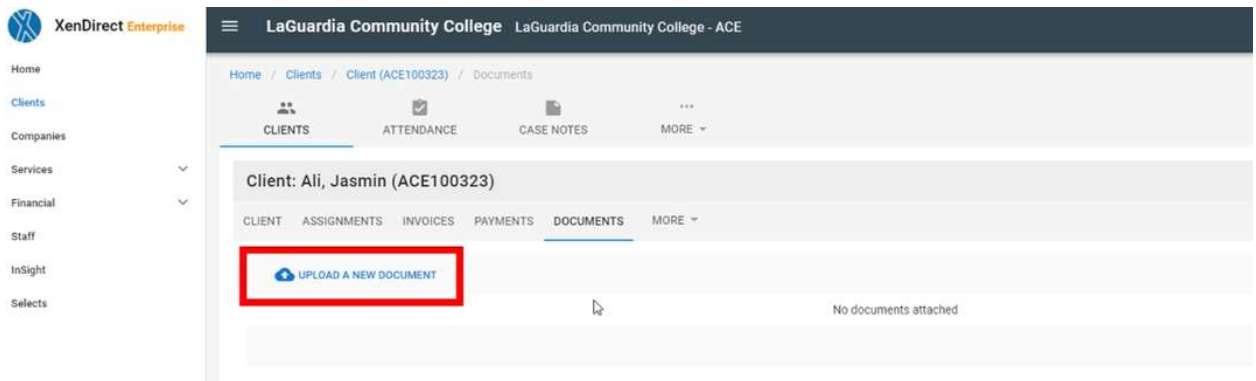
Documents

Client Image	EDIT	+
Address	EDIT	+
Contact	EDIT	+
Employer	EDIT	+
Demographics	EDIT	+
Income Status	EDIT	+
Other	EDIT	+
Web Access	EDIT	+
Intake/Exit	EDIT	+

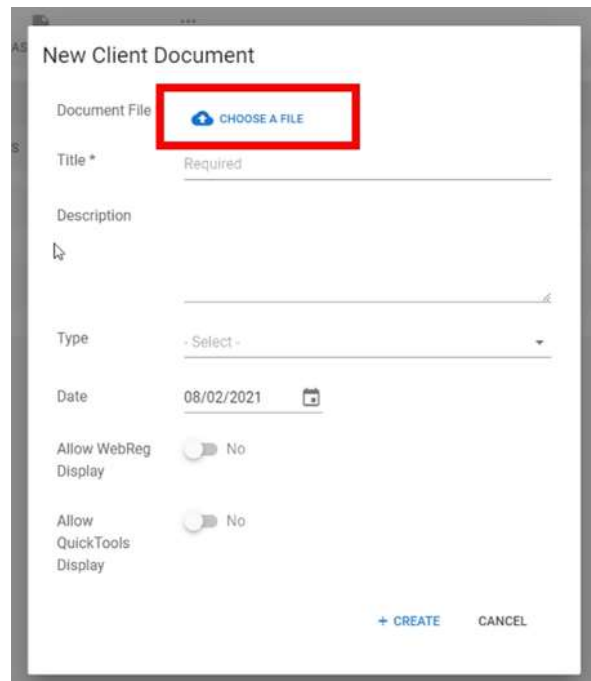
- a. You can also select the name click on three dots and once the menu displays scroll down to **Documents**.



7. The Documents section will display all existing uploaded documents for the student you can also upload files by select **Upload A New Document**.



8. Select **Choose A File**.



The screenshot shows a 'New Client Document' form. The 'Document File' field has a blue button with a cloud icon and the text 'CHOOSE A FILE', which is highlighted with a red rectangular box. Other fields include 'Title \*' (Required), 'Description', 'Type' (dropdown menu), 'Date' (08/02/2021), 'Allow WebReg Display' (toggle switch), and 'Allow QuickTools Display' (toggle switch). At the bottom right, there are '+ CREATE' and 'CANCEL' buttons.

9. Select the file from your folders and select Open.

Name	Date modified	Type	Size
 Xendirect - Forgot Password Instruction ...	10/22/2020 12:33 PM	Adobe Acrobat D...	684 KB



10. Enter a title and description.

New Client Document

Document File \* CHOOSE A FILE WIFI-Icon.png

Title \*

Description

Type - Select -

Date 08/02/2021

Allow WebReg Display  No

Allow QuickTools Display  No

+ CREATE CANCEL

11. Under the Type option you can choose the closest field the file is related to.

New Client Document

Document File \* CHOOSE A FILE WIFI-Icon.png

Title \*

Description

Type - Select -

- Application
- Attendance
- Company
- Counseling
- Discipline
- Employment
- Financial

Date

Allow WebReg Display

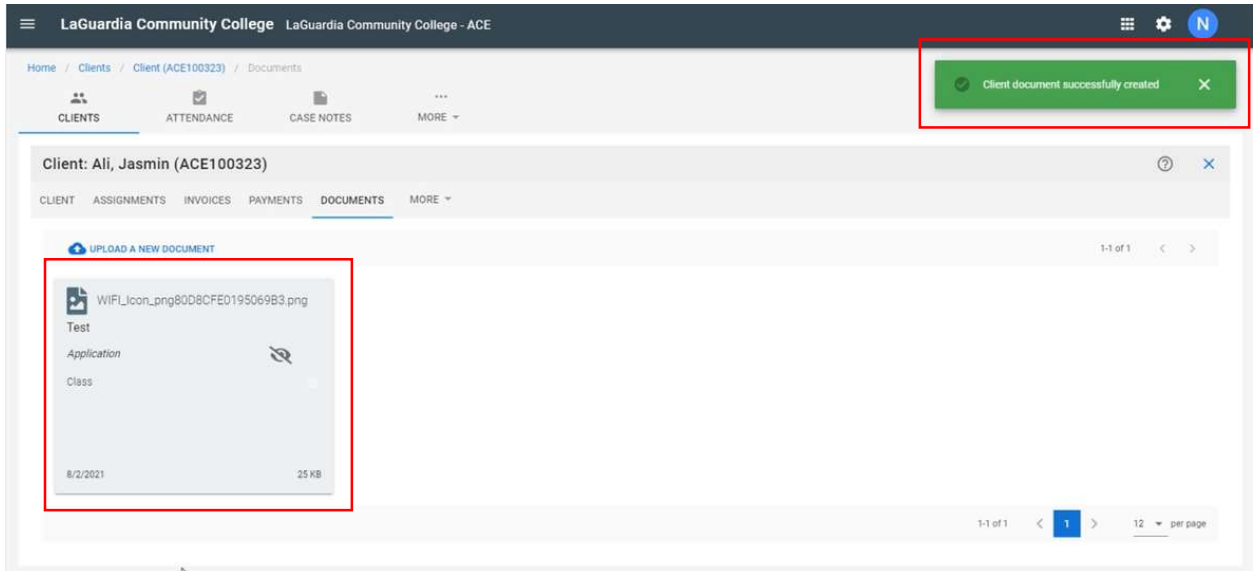
Allow QuickTools Display

12. The options to **Allow WebReg Display** and **Allow QuickTools Display** will be available on the student and instructor modules respectively.

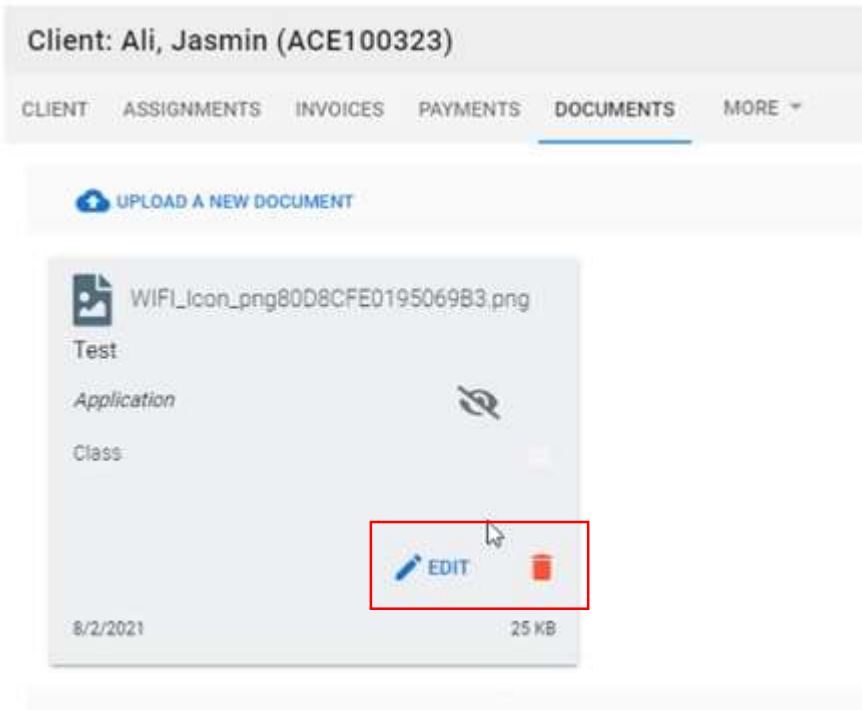
Allow WebReg Display  No

Allow QuickTools Display  Yes

13. Once completed you will receive a confirmation and you will see the file listed on the Documents section.



14. Once the file is listed you will have the option view, edit or delete the file.



- a. Deleting files are based on user's permission and should not be deleted unless approved by a program manager and director.

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

<https://xenegrade.kayako.com/article/197-documents>