How to register your students

Please note that we have changed how the student registration process is done. We have changed from having the student register themselves on the external student registration page to having the teacher register their students internally once logged into EntreSkills.

We have provided separate registration forms for minor students and adult students.

Adult Students: This form accepts the student actual first name, last name and email address.

Minor students: Although this program does adhere to the EDLAW 2D - FERPA standards and protocols, we discourage the use of minor student PII (personally identifiable information). All minor student accounts should use an alias for the first and last name. All student minor accounts will automatically use the teachers email address for program correspondence and notifications.

Quick 3 Step Process

* You must have a class already created. If you do not have a class created, scroll down to “Create a class” instructions below.
1. Select “My classes” - Right side menu button. (Main user page)
2. Select “Students” - Classes list grid button. (My classes page)
3. Select “Add new student” – Mid-page button. (My classes and students page)

Follow the instructions and read the information on the new registration form.

New student registration (Detailed instructions):

To add students, you will first need to create a class (if you have already created a class, you can move directly to adding new students immediately following this section).
Create a class:
1) Log in to EntreSkills.
2) Select “Create a class” from the right-hand menu on your “Main” user page.

3) Fill out – select the necessary information and click “Create Class”.

- You will see a green label appear stating that the class has been created.
Now that you have a class to add students to you can return to your main home page and continue with the steps below to add students.

Adding new Students

1) From your Main page, select “My classes” from the right-side menu.
2) This page will display all the classes you have created. From this page you will select the “Students” button for the class you would like to add students to. This will bring you to the “My Classes and Students” page where you can add students.
Click “Add new student.”
And then select the age of student option.

**When adding students to your class,** you will be prompted to select if the student is a minor (under 18 years old) or an adult (18 and older).

- **Student is a minor - Under 18 years old**
- **Student is not a minor - 18 years old or older**

If “**Student is a minor...**” is selected, the Minor Student form will be displayed, and you will enter the alias first and alias last name. The default email address of the teacher will be used to send the credentials email.
1) Enter a first name alias and last name alias, each between 2 and 20 characters. You can use any naming convention you would like that does not include minor student PII, and or cannot be used to identify an actual student.

2) Click “SAVE”.

3) Continue to add students or click “Cancel/Close” when done.

The student added will now appear in the “Students in Class” grid.

If “Student is not a minor” is selected, the adult student form will be displayed (see below) and you will enter the actual first and last name of the student as well as the student email address (see below).
1) Enter a first name and last name.
2) Enter the required email address.
3) Click “SAVE”.
4) Continue to add students or click “Cancel/Close” when done.

The student added will now appear in the “Students in Class” grid. Continue to add students or click “Cancel/Close” when done.
If you have any questions or concerns, please don’t hesitate to contact us @ contact@entreskills.org - We are happy to help!

When reporting an issue or inquiring about a user, you must provide the following: 1) First Name, 2) Last Name, 3) Username. This information can be found in the confirmation email sent when a student is registered.

Thanks,

The EntreSkills Team

EntreSkills