



## 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.

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### Quick 3 Step Process

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\* **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.**

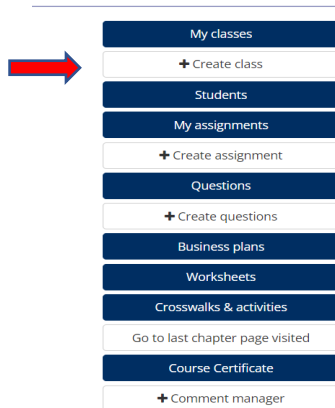
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### **New student registration (Detailed instructions):**

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”.

## Add Class

<b>Class Name *</b>	<input type="text" value="Ed Teacher New Class 1"/>	<b>Start Date *</b>	<input type="text" value="09/04/2023"/>
<b>Class Semester *</b>	<input type="text" value="Fall"/>	<b>End Date *</b>	<input type="text" value="06/30/2023"/>
<b>Class Year *</b>	<input type="text" value="2023"/>	<b>Start Time *</b>	<input type="text" value="10"/> <input type="text" value="00"/> <input type="text" value="AM"/>
<b>Class Grade *</b>	<input type="text" value="12"/>	<b>End Time *</b>	<input type="text" value="10"/> <input type="text" value="30"/> <input type="text" value="AM"/>
		<b>Days of the Week</b>	
		<input type="checkbox"/> Sunday	
		<input checked="" type="checkbox"/> Monday	
		<input type="checkbox"/> Tuesday	
		<input checked="" type="checkbox"/> Wednesday	
		<input type="checkbox"/> Thursday	
		<input checked="" type="checkbox"/> Friday	
		<input type="checkbox"/> Saturday	
		<input type="button" value="Create Class"/>	

A red arrow points to the 'Create Class' button.

- You will see a green label appear stating that the class has been created.

## Add Class

<b>Class Name *</b> Ed Teacher New Class 1	<b>Start Date *</b> 09/04/2023
<b>Class Semester *</b> Fall	<b>End Date *</b> 06/30/2024
<b>Class Year *</b> 2023	<b>Start Time *</b> 9:00 AM
<b>Class Grade *</b> 12	<b>End Time *</b> 11:30 AM
	<b>Days of the Week</b>
	<input type="checkbox"/> Sunday
	<input checked="" type="checkbox"/> Monday
	<input type="checkbox"/> Tuesday
	<input checked="" type="checkbox"/> Wednesday
	<input type="checkbox"/> Thursday
	<input checked="" type="checkbox"/> Friday
	<input type="checkbox"/> Saturday



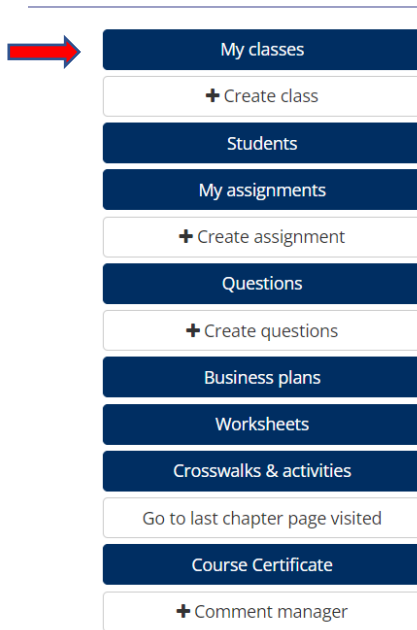
Your class ( 124 ) has been created

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.

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## 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.

## My Classes

Create a New Class

Class ID	Class Name	Days	Start	End	Time Start	Time End	Grade	Semester	Year				
122	class1edTeacherSchoolDis	F,	06/01/2023	08/31/2023	12:00 AM	12:00 AM	12	Fall	2023	Edit Details	Students	Assignments	Deactivate

## My classes and students

### Class

Choose class: class1edTeacherSchoolDis

Class IDx	Class Name	Days	Start	End	Time Start	Time End	Grade	Semester	Year			
122	class1edTeacherSchoolDis	F,	06/01/2023	08/31/2023	12:00 AM	12:00 AM	12	Fall	2023	Edit	Assignments	Deactivate

Add new student

### Students in Class : class1edTeacherSchoolDis

User ID	Last Name	FirstName	Email	Last Login	CG					
438	MyClass	Stu1	eblake999@hotmail.com	09/06/2023	00	Details	Plan	Worksheets	Review/Grade Assignments	Deactivate
440	class1edTe	stu99	eblake999@hotmail.com	09/06/2023	00	Details	Plan	Worksheets	Review/Grade Assignments	Deactivate

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.

Add new student

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

### Add New Aliased Minor Student (less than 18 years old)

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.

Please enter a minimum of 2 and maximum of 20 alphanumeric characters in each field to represent the students aliased first and last name.

First Name (alias):  Last Name (alias):



Note: When you enter a new student and click "Save", the newly added student will immediately appear in the Student grid below and the account will be ready to use by the student. Next, a system generated email will be sent to the teacher with the new students First Name alias, Last Name alias, Username and Password (the username and password are necessary to log in to EntreSkills and are system generated) It is the educators responsibility to share this information with the designated aliased student.

When reporting an issue or inquiring about a student you must provide the following: 1) Student alias First Name 2) Student alias Last Name 3) Student Username.

- 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.

### Class

Choose class:

Class IDx	Class Name	Days	Start	End	Time Start	Time End	Grade	Semester	Year			
122	class1edTeacherSchoolDis	F,	06/01/2023	08/31/2023	12:00 AM	12:00 AM	12	Fall	2023	<input type="button" value="Edit"/>	<input type="button" value="Assignments"/>	<input type="button" value="Deactivate"/>

Add new student

### Students in Class : class1edTeacherSchoolDis

User ID	Last Name	FirstName	Email	Last Login	CG					
438	MyClass	Stu1	eblake999@hotmail...	Never	00	<input type="button" value="Details"/>	<input type="button" value="Plan"/>	<input type="button" value="Worksheets"/>	<input type="button" value="Review/Grade Assignments"/>	<input type="button" value="Deactivate"/>

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.

**Add new student**

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

**Add New Adult Student (18 years old or older)**

First name \*

Last name \*

Email address \*

Re-enter your email address \*

Note: When you enter a new student and click "Save", the newly added student will immediately appear in the Student grid below and the account will be ready to use by the student. Next, a system generated email will be sent to the email address entered with the new students First Name , Last Name , Username and Password (the username and password are necessary to log in to EntreSkills and are system generated).

When reporting an issue or inquiring about a student you must provide the following: 1) Student First name 2)Student Last Name 3) Student Username.



**The student added will now appear in the "Students in Class" grid. Continue to add students or click "Cancel/Close" when done.**

### Class

Choose class:

Class IDx	Class Name	Days	Start	End	Time Start	Time End	Grade	Semester	Year			
122	class1edTeacherSchoolDis	F,	06/01/2023	08/31/2023	12:00 AM	12:00 AM	12	Fall	2023	<input type="button" value="Edit"/>	<input type="button" value="Assignments"/>	<input type="button" value="Deactivate"/>

**Add new student**

### Students in Class : class1edTeacherSchoolDis

User ID	Last Name	FirstName	Email	Last Login	CG					
438	MyClass	Stu1	eblake999@hotmail...	Never	00	<input type="button" value="Details"/>	<input type="button" value="Plan"/>	<input type="button" value="Worksheets"/>	<input type="button" value="Review/Grade Assignments"/>	<input type="button" value="Deactivate"/>

If you have any questions or concerns, please don't hesitate to contact us @ [contact@entreskills.org](mailto: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**