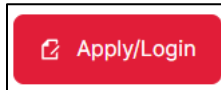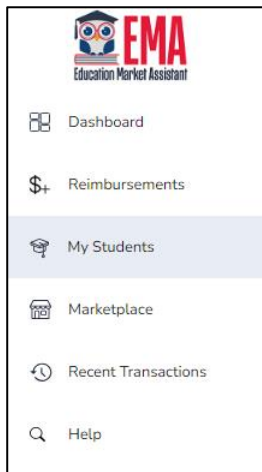# EMA How to Add Students:

New & Renewal Students

1 – Renewal Student

1. Log into your EMA account one of two ways:
   a. Go to the [logins page](#) to review the documents required and helpful guides to assist you throughout the application process.
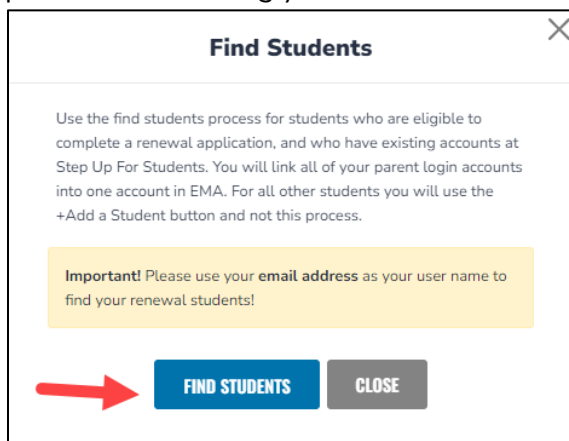   b. You can also select **Apply/Login** on [sufs.org](#).

2. After logging into your EMA account, select **My Students** from the menu on the far left.
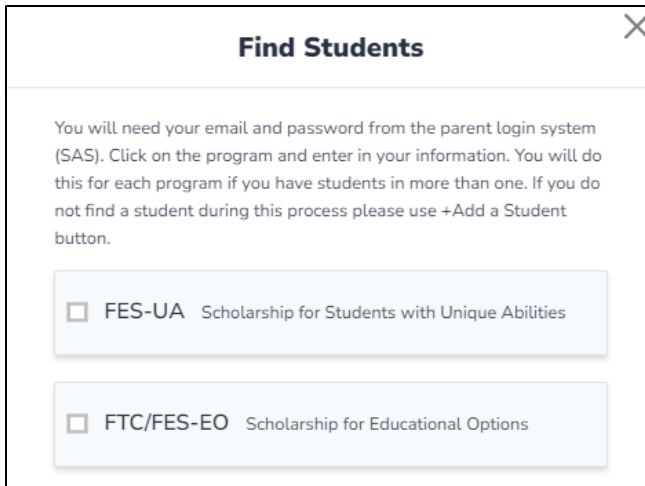

3. Select **FIND STUDENTS**.

4. The **Find Students** popup window displays. Review the information and select FIND STUDENTS to proceed with adding your student.
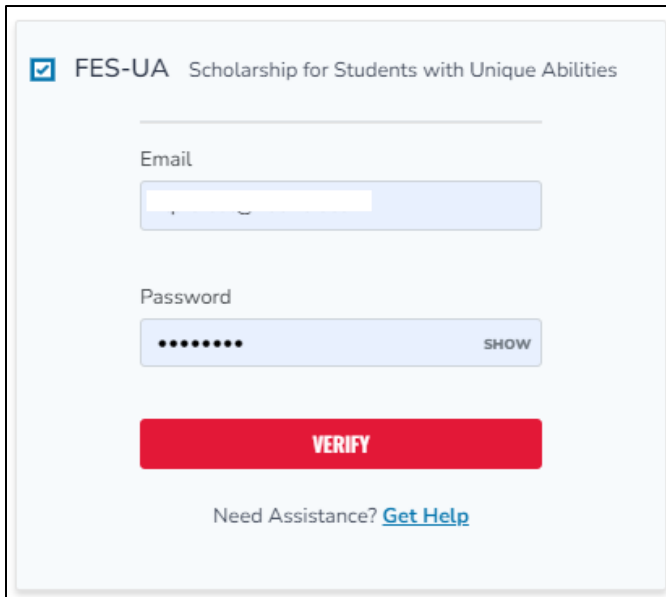
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5. Next, select the scholarship program your student was enrolled in from the **Find Students** popup.

Find Students

You will need your email and password from the parent login system (SAS). Click on the program and enter in your information. You will do this for each program if you have students in more than one. If you do not find a student during this process please use +Add a Student button.

☐ FES-UA   Scholarship for Students with Unique Abilities

☐ FTC/FES-EO   Scholarship for Educational Options

6. Verify your email and password from the parent login system (EMA or SAS).

☑ FES-UA   Scholarship for Students with Unique Abilities

Email

Password

••••••••   SHOW

VERIFY

Need Assistance? Get Help

- Enter your account username and password.
- Select **VERIFY**.

Note: If you cannot find your renewal student using the **FIND STUDENTS** tool, please stop your application process and contact SUFS for support at 1-877-735-7837.

7. The **Activate Student** screen displays.

- Select the checkbox for the student(s) you are adding.
- Select **ACTIVATE STUDENTS**.

8. Select **YES** or **NO** to determine if you have a renewal student(s) to add in the other program.

If **YES**, complete steps 4-8 per above.
If **NO**, go to the next step.

9. Congratulations, you have added your **Renewal** student! Once all information is correct, you are ready to apply for a scholarship for this student. You will automatically be taken to the **My Students** screen.

2 – New Student

Note: You must first create a user login and account in EMA.

1. Log into your EMA account one of two ways:
    a. Go to the logins page to review the documents required and helpful guides to assist you throughout the application process.
    b. You can also select **Apply/Login** on sufs.org.
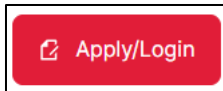
2. After logging into your EMA account, select **My Students** from the menu on the far left.
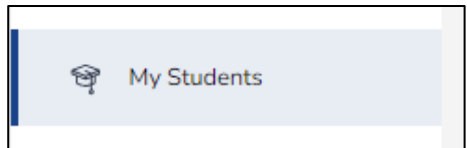
3. The **My Students** screen displays.

4. Select **ADD A STUDENT**.

5. The **Student Details** screen displays.

   a. Complete these fields:
       i. Legal First Name*
       ii. Legal Middle Name
       iii. Legal Last Name*
       iv. Student FLEID number (optional)
       v. Date of Birth* (mm/dd/yyyy)
       vi. Gender* (use drop-down menu)
       vii. Student's Relationship to You (use drop-down menu)
       viii. Ethnicity (use drop-down menu)
       ix. Race (check all that apply)

          *means required

6. Select **SAVE**.

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7. Congratulations! You have added your new student.

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