

EMA How to Add Students: New Students

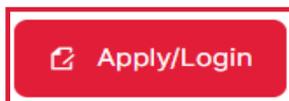


For a New Student

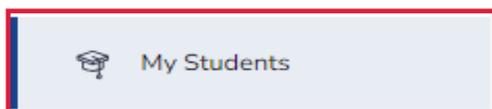
Note: You must first create a user login and account in [EMA](#).

1. Log into your EMA account one of two ways:

- Go to the [login page](#) to review the documents required and helpful guides to assist you throughout the application process.
- 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.

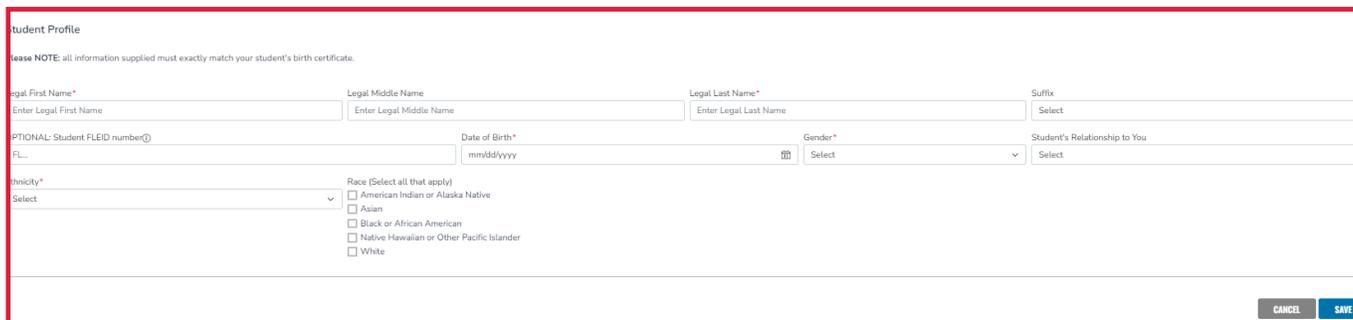


3. The **My Students** screen displays.

4. Select **ADD A STUDENT**.



5. The **Student Profile** screen displays.



a. Complete these fields:

- Legal First Name*
- Legal Middle Name
- Legal Last Name*
- Student FLEID number (optional)
- Date of Birth* (mm/dd/yyyy)
- Gender* (use drop-down menu)
- Student's Relationship to You (use drop-down menu)
- Ethnicity (use drop-down menu)
- Race (check all that apply)

*means required

6. Select **SAVE**.



7. Congratulations! You have added your new student.