## EMA How to Add Students: New Students

For 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:
  - a. Go to the <u>login page</u> to review the documents required and helpful guides to assist you throughout the application process.
  - b. You can also select **Apply/Login** on <u>sufs.org</u>.



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.

itudent Profile							
lease NOTE all information supplied must exactly match your student's birth certificate.							
egal First Name*	Legal Middle Name		Legal Last Name*			Suffix	
Enter Legal First Name	Enter Legal Middle Name		Enter Legal Last Name		Select		
DNAL: Student FLEID number() Date of Birth*		Date of Birth*	Gender*		Student's Relationship to You		
FL		mm/dd/yyyy	53	Select	~	Select	
thnicity* Select ~	Race [Select all that app() Anterian Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific blander White						
							CANCEL SAVE

- 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**.



7. Congratulations! You have added your new student.