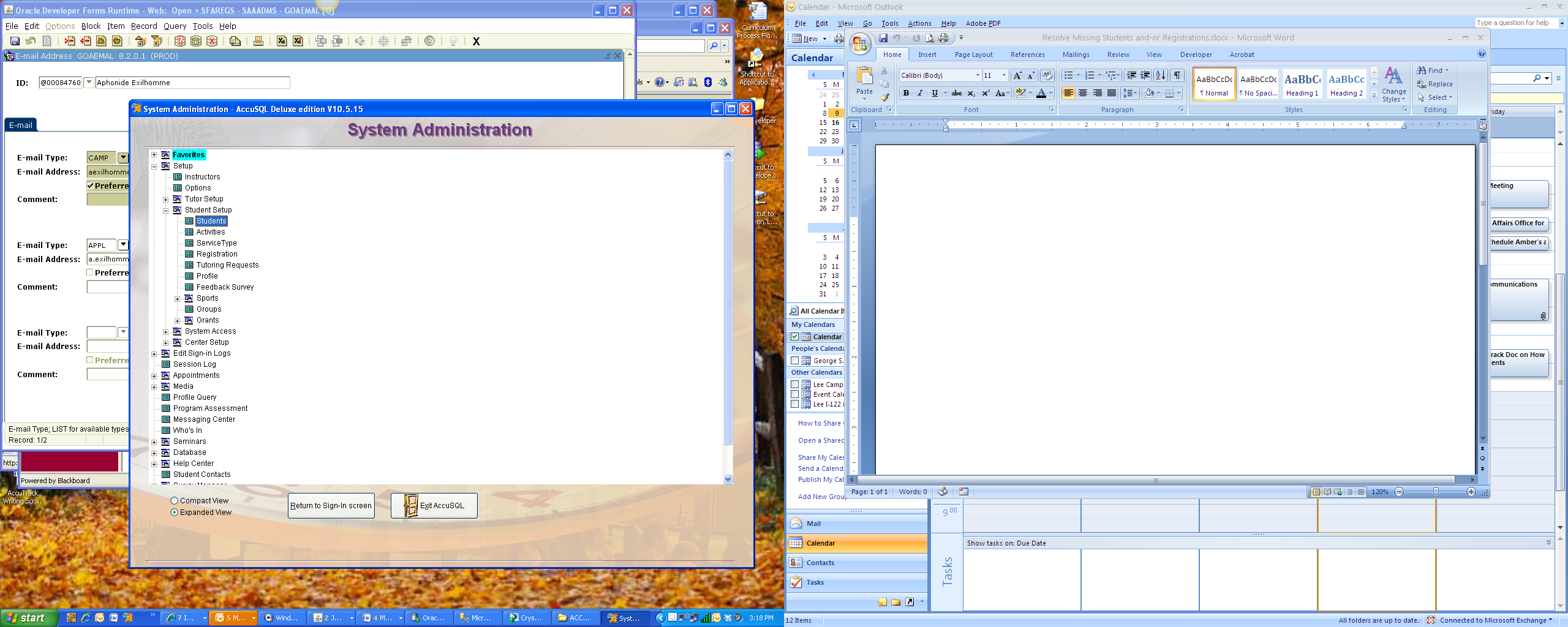
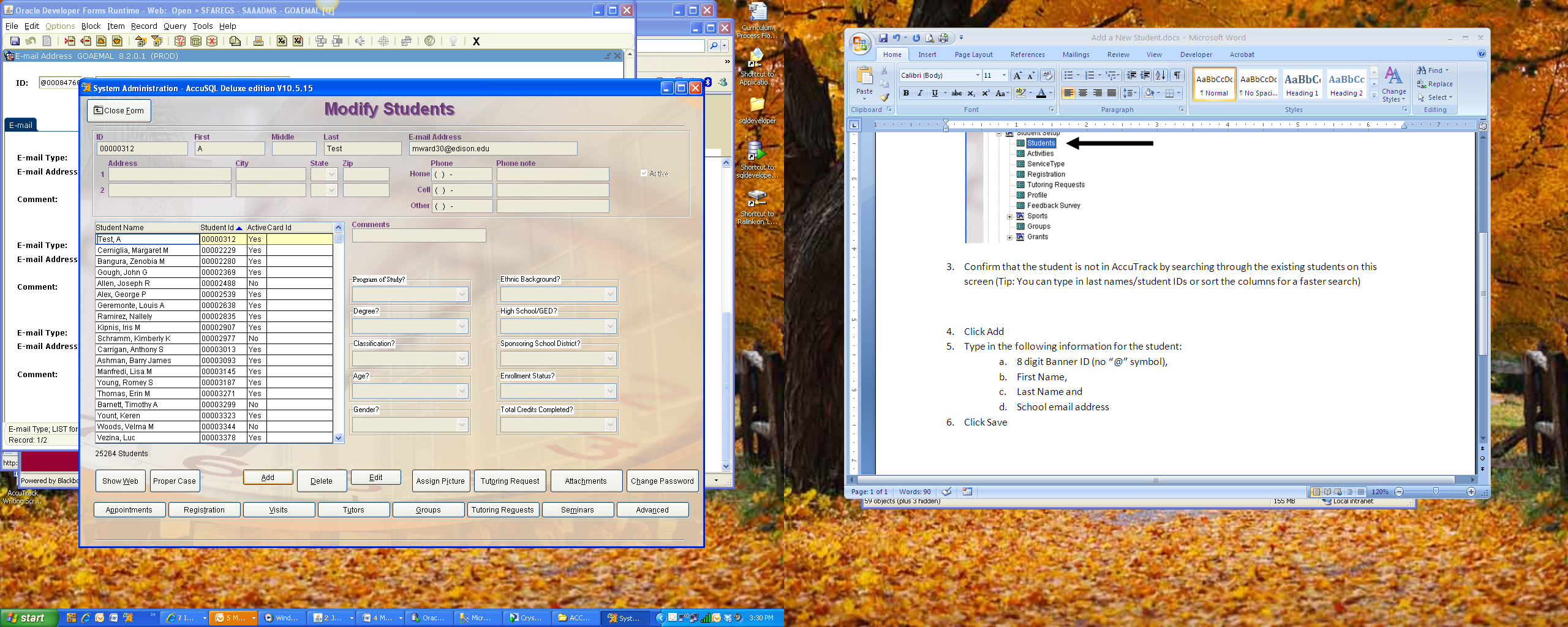
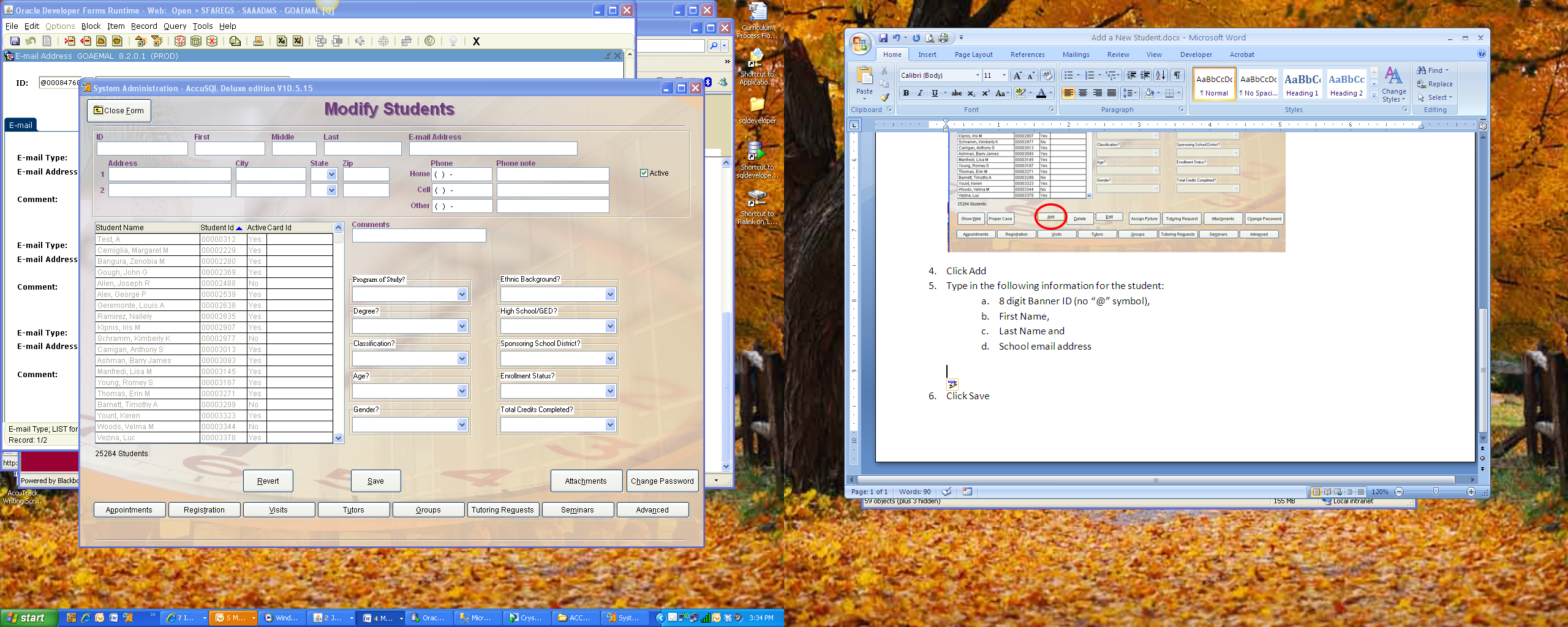
1. Sign into AccuTrack System Administration using the Expanded User account (99999999 / Accupass123)
2. Click Setup 🡒 Student Setup 🡒 Students



1. Confirm that the student is not in AccuTrack by searching through the existing students on this screen (Tip: You can type in last names/student IDs or sort the columns for a faster search)



1. Click Add
2. Type in the following for the *new* student:
   1. 8 digit Banner ID (no “@” symbol),
   2. First Name,
   3. Last Name and
   4. School email address
3. Click Save