

## Adding New Students in Renaissance Place

(Addition to Renaissance Learning Knowledge Base article #4849610)

### To add new students:

- 1) Click “Personnel, Students, and Parents” on your Home page.
- 2) Click “Add Student”.
- 3) Enter the student’s information in the appropriate blank fields. Information marked with an asterisk is required.
  - First and last names are limited to 35 characters. The user name and password are used to log in. They can’t be the same. If you don’t enter a user name, the program will generate one. Give each student his or her user name and password.
  - If you don’t see a School drop-down list, the student will be assigned to your school. (For school administrators assigned to more than one school, the student will be added to the school you have chosen in the User Type drop-down list on your Home page.)
  - Grade is not required for all applications, however, some applications like STAR Math and STAR Reading will require a grade before students can test. In the drop-down list, EE means Early Education.
  - If you check the “User must change password” box, this student will be required to change his or her password when logging in for the first time.
- 4) If you want to add more students, click [Save and Add] and add the next student’s information. If you want to add only this student, click [Save].