

## Add New Students that Transferred from a Public School or a school outside of the Archdiocese

1. Log into the ACT Aspire portal
2. Select the “School Level” by clicking on the blue drop-down icon and click the name of the school that only has the school code in parenthesis.

The screenshot shows the ACT Aspire portal dashboard for the Archdiocese of Chicago\_IL. The user is logged in as Jorge. The dashboard includes a search bar for "District or School" and a list of schools. The school "ACADEMY OF ST. BENEDICT THE AFRICAN LAFLIN CAMPUS (40524)" is highlighted with a red circle. The "ORGANIZATION: IL(IL)" dropdown menu is also circled in red.

3. Hover the mouse over “Students” and click “Add Student.”

The screenshot shows the ACT Aspire portal dashboard with the "Students" menu open. The "Add Student" option is highlighted with a red circle. The dashboard also shows a "Messages" section with "No Messages Found".

4. Enter the student's first name, last name, student ID number (this is the PowerSchool ID number), date of birth, gender, and select the grade-level. Then click on the "Save" button.

**ACT<sup>®</sup> Aspire<sup>®</sup>** Archdiocese of

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DASHBOARD / ADD STUDENT ORGANIZATION: IL

### Add Student Save

#### Organization Details

State : IL      District Code : ARCHCHI42390      School : ST. JOSEPH SCHOOL (60430) (42390)

#### Student Profile Info

First Name \* :       Middle Initial :       Last Name \* :

Student Id \* :       Date of Birth \* :       Gender \* :

#### Student Grade Info

Grade \* :

Testing Grade :

English	Math	Reading
<input type="button" value="Select One"/>	<input type="button" value="Select One"/>	<input type="button" value="Select One"/>
Science	Writing	Tessera
<input type="button" value="Select One"/>	<input type="button" value="Select One"/>	<input type="button" value="Select One"/>