

## To Complete a New Student Intake:

1. Click on the **Tasks** tab in the ribbon bar.
2. Select the **Intake** icon.
3. Click on the **Intake** button found near the top left corner of the screen to open the Intake Editor in a new window.
4. Enter in as much information as you can. **Red fields** are required. Failure to provide a response to a required field will result in an error. Intake will be processed with missing required information, but the student record will show as **red**. Missing information can be input at a later date as it becomes available.
5. If you do not know the Social Security number for the student, click on the **SSN Unavailable** box. Make sure to collect and enter this information at a later date.
6. When all available information is entered, click **Next** at the bottom of each screen to proceed to the next page of intake.
7. On the Pre-Testing page, to add a pre-test, right click on the blue bar under the column headers and select the **Add Test** option.
8. Fill in all fields on the Test Editor up to Raw Score. The rest will auto-calculate.
9. Click **OK**.
10. Repeat steps 7-9 for the remaining pre-test subjects.
11. On the Attendance page, to enter the course the student will be attending, click on the word **Course** in the upper box and select the appropriate choice from the dropdown box. Click **OK**.
12. If the student has already been attending classes, use the lower box to enter the class and attendance hours. Click on the box under each column header and input the attendance information.
13. Click on **Save & Close** if finished, **Save & Edit** to go back and make changes or **Save & New** to enter another new intake.
14. You will receive a notice with an InTERS ID number for the student if intake was saved successfully.
15. To check the student's record or add additional information, double click on the **student's name** on the Intake screen.