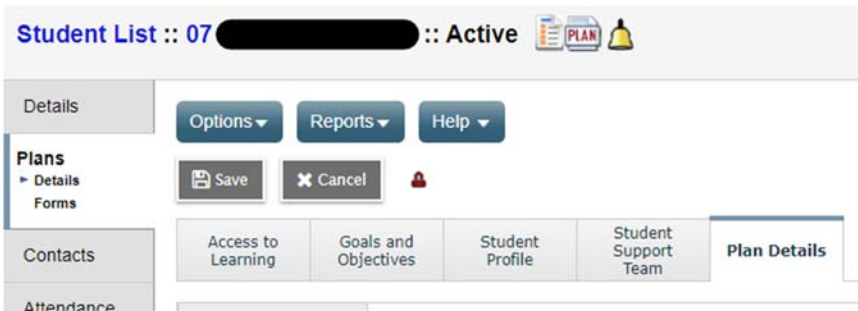


Adding a Case Manager

Student Services View > Student Top Tab

1. Select the student
2. Plans Side Tab > Details



Student List :: 07 [REDACTED] :: Active [PLAN] [BELL]

Details

Options ▾ Reports ▾ Help ▾

Plans
▾ Details
Forms

Save Cancel [LOCK]

Access to Learning Goals and Objectives Student Profile Student Support Team **Plan Details**

Attendance

3. Click on the **Student Support Team** sub-top-tab




Options ▾ Reports ▾ Help ▾

Save Cancel [LOCK]

Access to Learning Goals and Objectives Student Profile **Student Support Team** Plan Details

4. Click Add

	UsualLast	UsualFirst	Name	Role
[REDACTED]	[REDACTED]	[REDACTED]		Dist. Psychologist
[SEARCH]	[SEARCH]		[SEARCH]	[SEARCH]
				[ADD] [DELETE]

5. Use the pick list  below the Usual Last to select the Case Manager
6. Use the pick list below Role to select the Role
7. Save