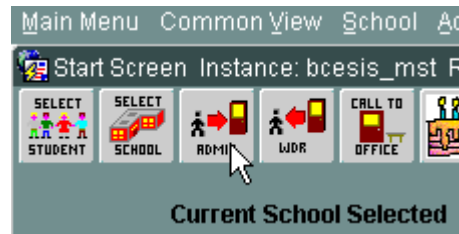


## ADMITTING STUDENTS INTO BCeSIS

**Only enter info required**

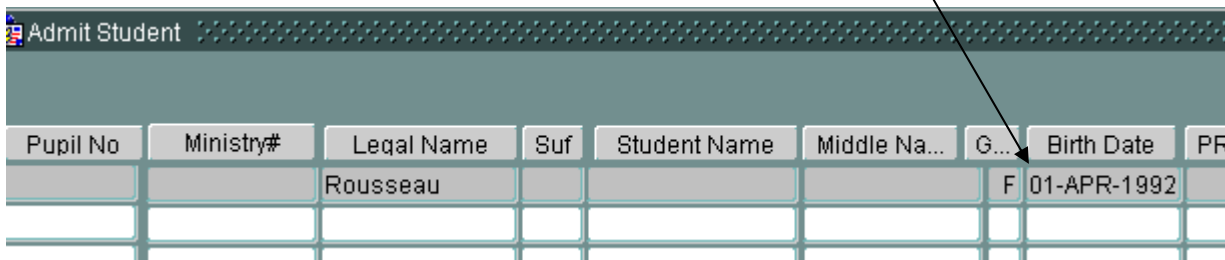
### Go to the Admit Button

\*\* To admit a student into BCeSIS, you need to first click on the Admit button

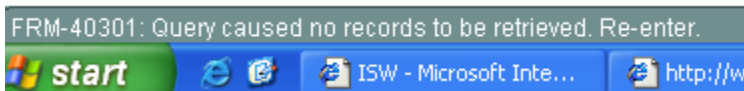


### Reminder – you **must** do a “Restrictive Query”

\*\*Press the F7 key and tab over to the Legal Name field enter **only** the legal last name, gender, and birth date (format below)

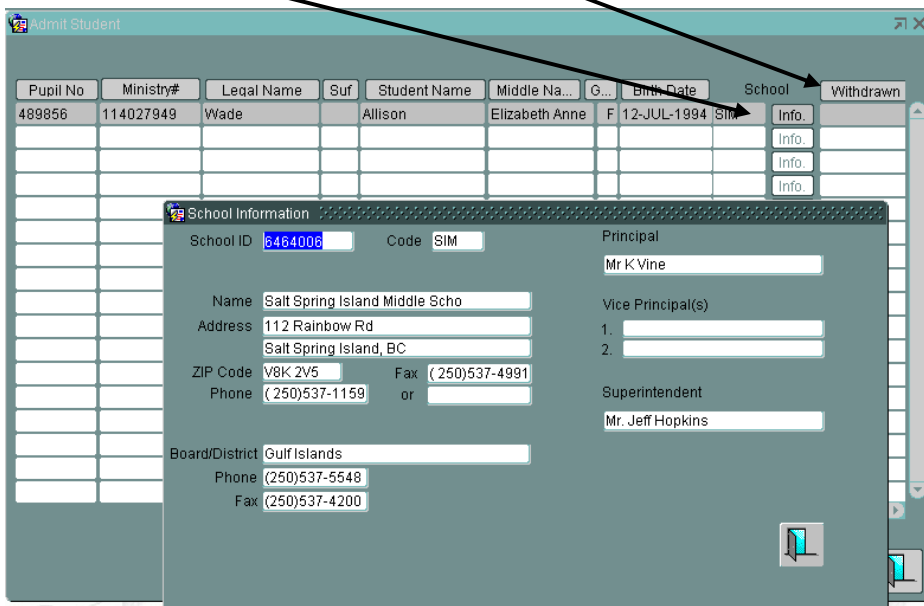


\*\*Press the F8 key and check the bottom left of your screen for the result of the query:



If a student has not been withdrawn from a previous school.

Click on the Info button to open the screen below.



### Select vs Enroll New

\*\*If your search shows the above message, click on the “Enroll New” button

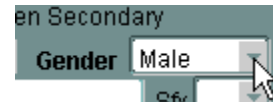


Use the “Select” button if the student you were querying shows up in the list

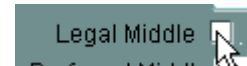
### Other Helpful Hints

Always Remember to:

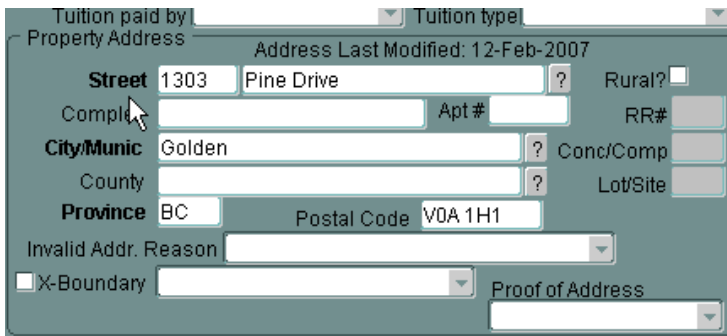
- select the appropriate Gender in the first data entry screen



- check the Legal Middle box if there is NO middle name on the documentation



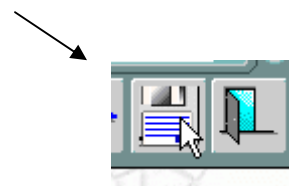
- enter the information for property (or physical) address



Even though this info is not required for 1701 data collection, it **\*is\*** required in order to move forward from this screen

- click the “Same as Property Address” box to copy the info from above, **IF** the addresses are the same

... **SAVE**



- Answer the prompts and you will automatically move forward to the next screen
- the next screen is the Citizenship Screen, where you identify language at home and Ab Ed info

