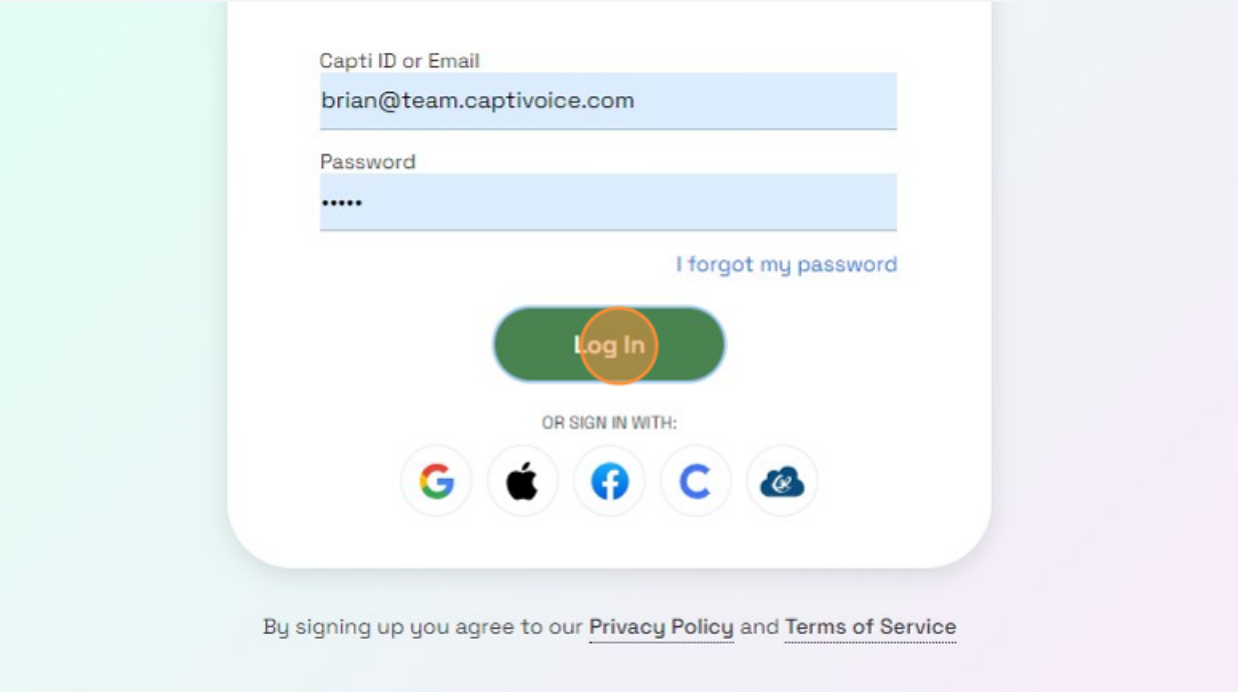
Enrolling a Single Student in Capti

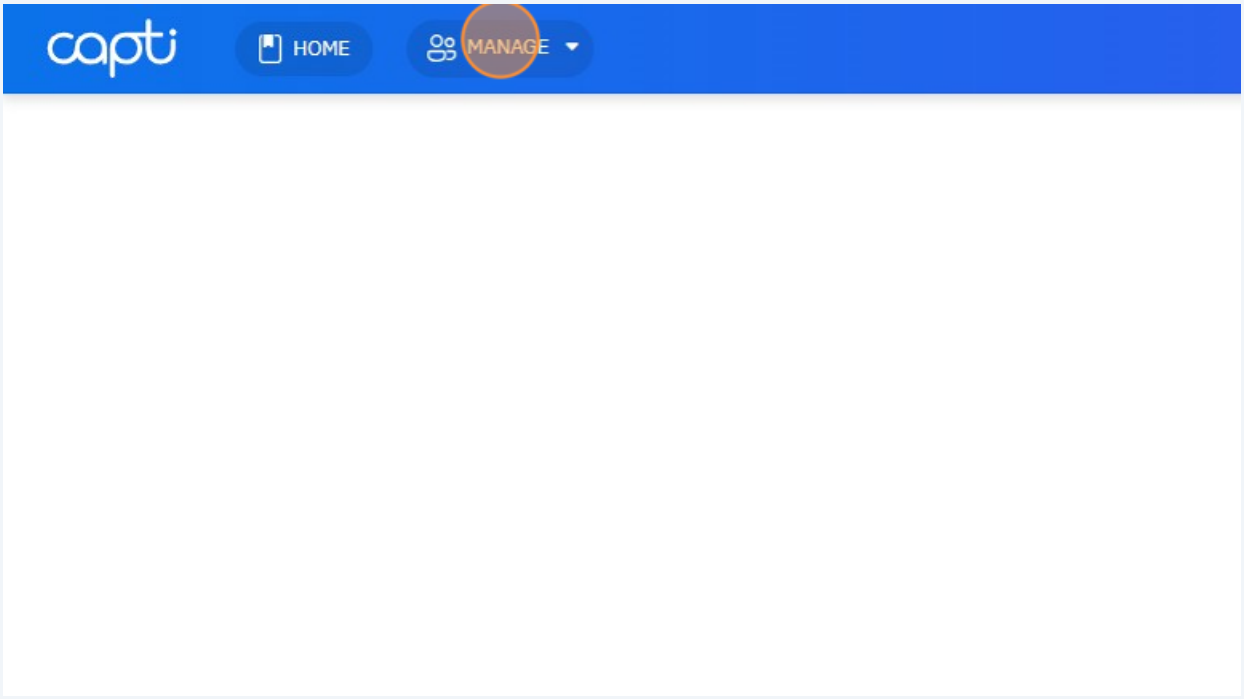
This guide shows you how to add a single student to your Capti organization.

Alert! The steps shown in this guide are only available for manually rostered accounts. Accounts rostered via Clever, Classlink, SFTP, and/or any other automatic methods are not able to complete the steps listed.

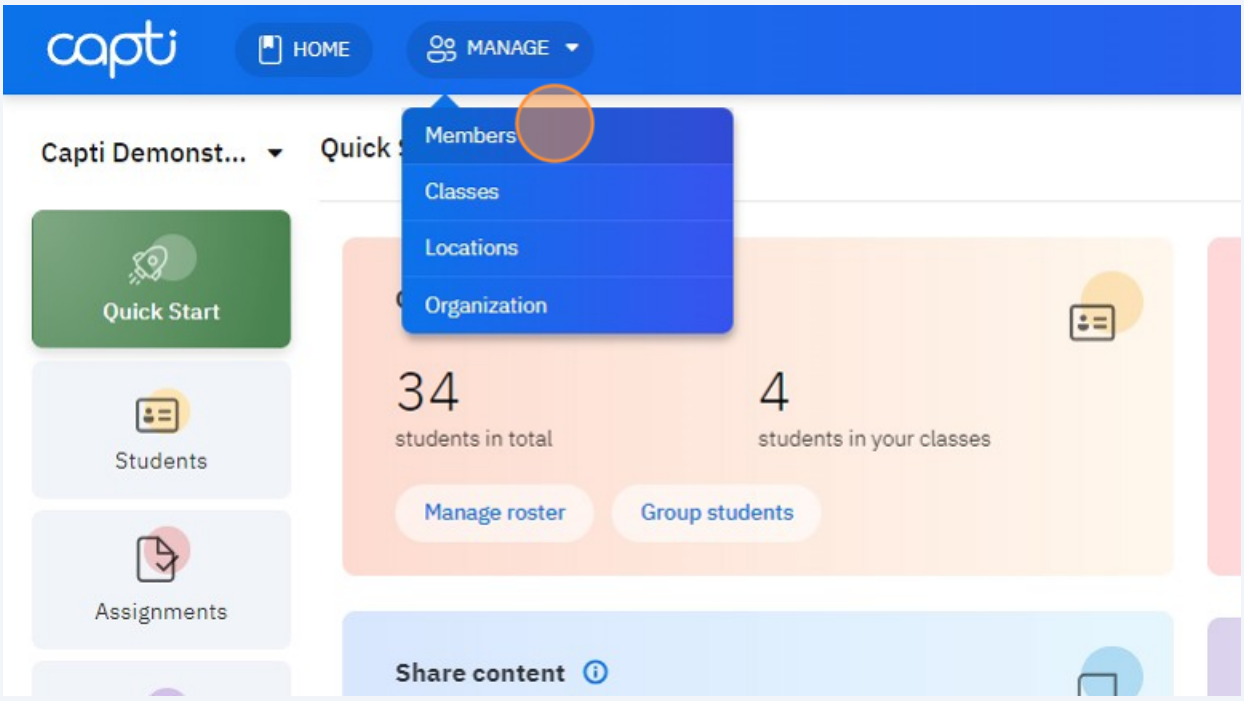
1 Log In to your Capti district or school admin account.



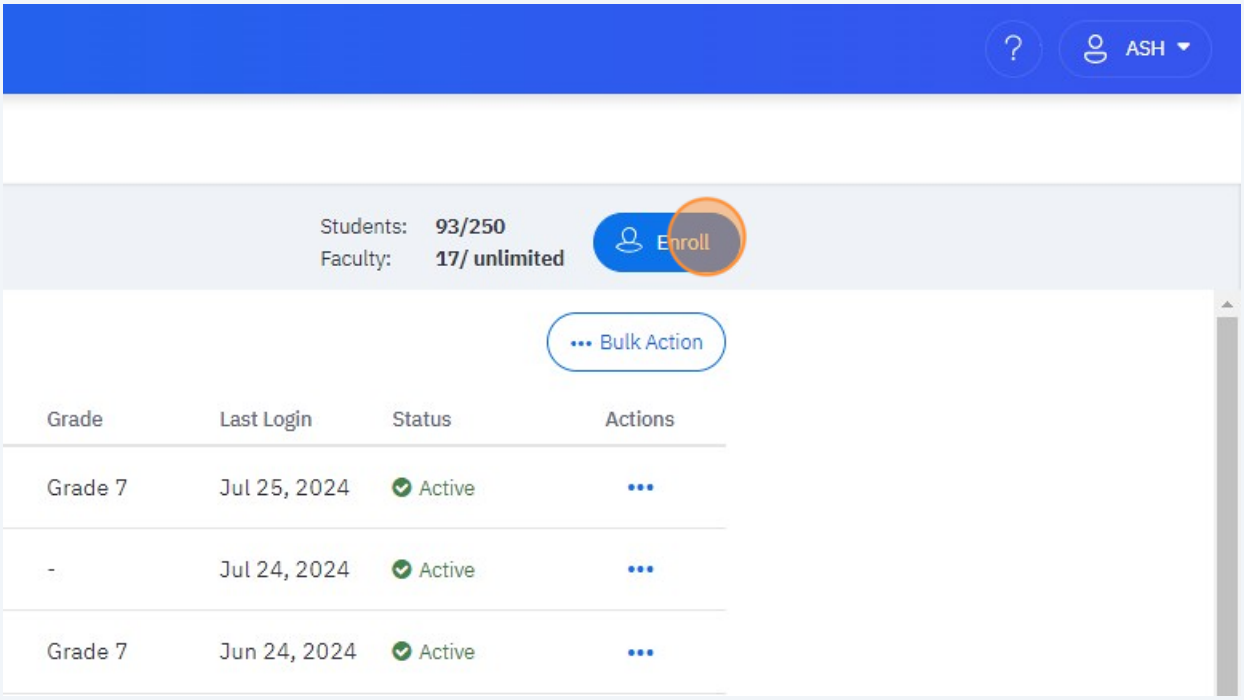
2 Click "MANAGE"



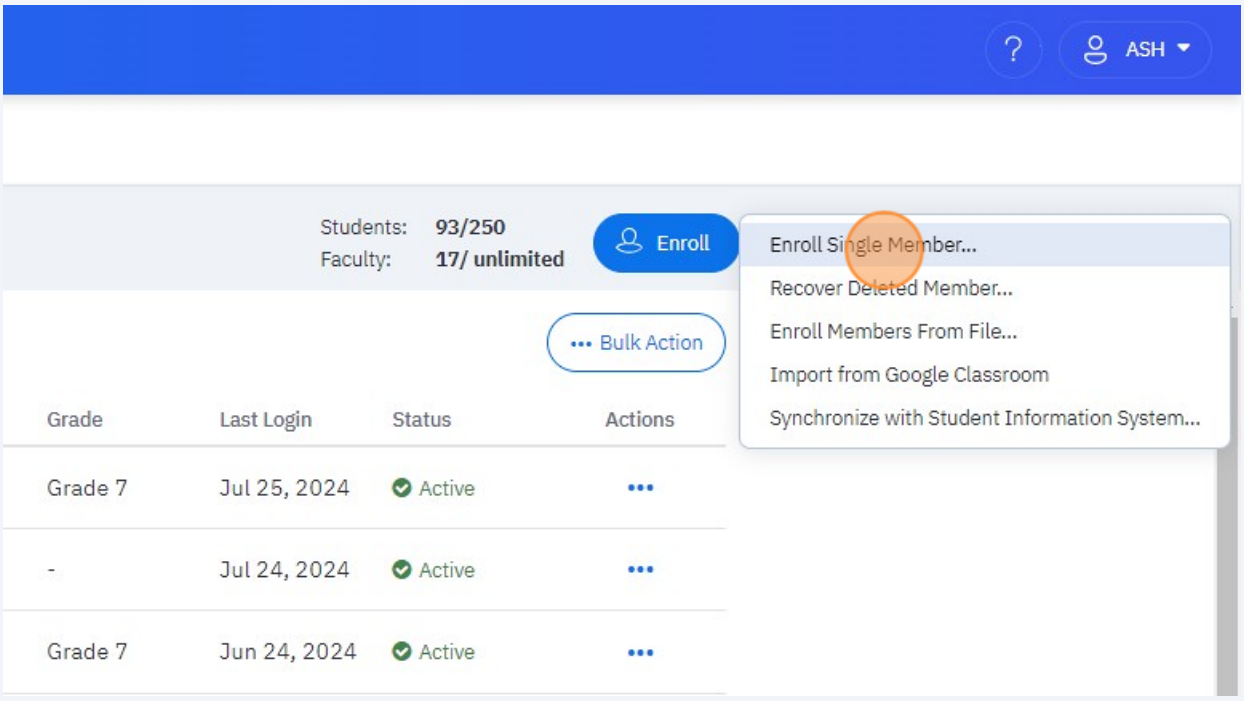
3 Click "Members"



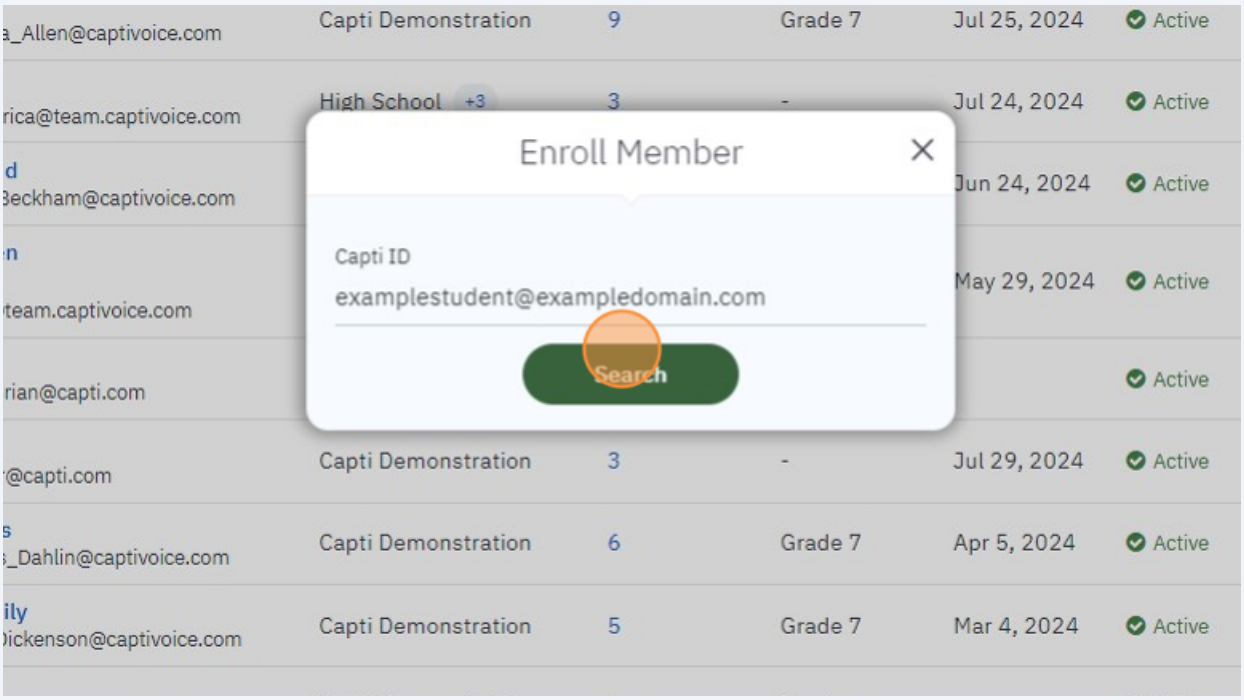
4 Click "Enroll"



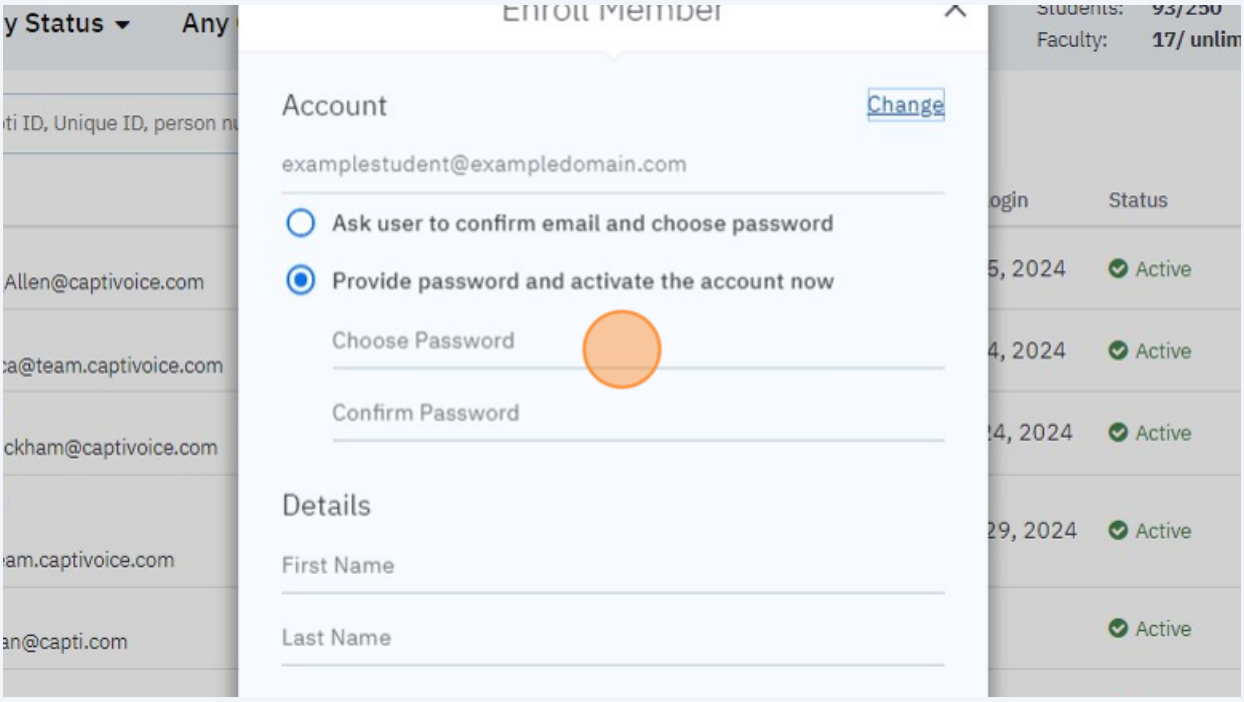
5 Click "Enroll Single Member..."



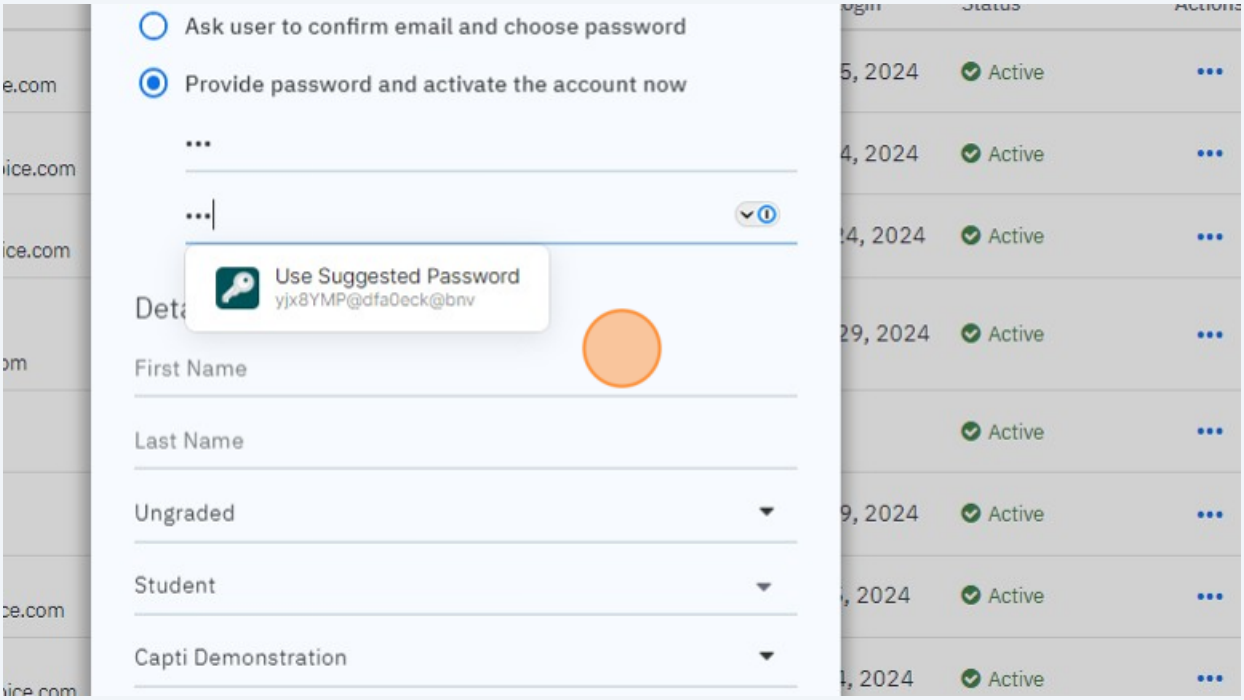
6 Type the email address (real or fake) of the student you want to add to your Capti account. Click search. If the user has an existing Capti account, they will be invited to join. If they do not have a Capti account, continue with the next steps.



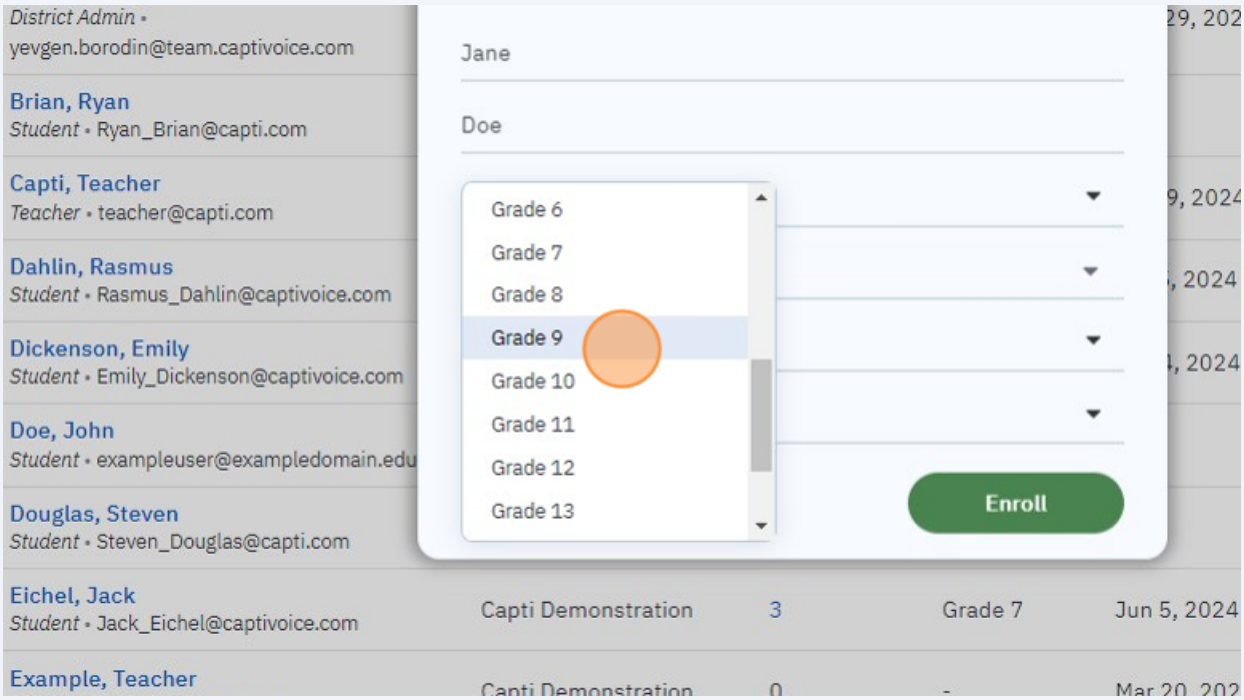
7 Click the "Choose Password" field. Enter in a simple password for the user.



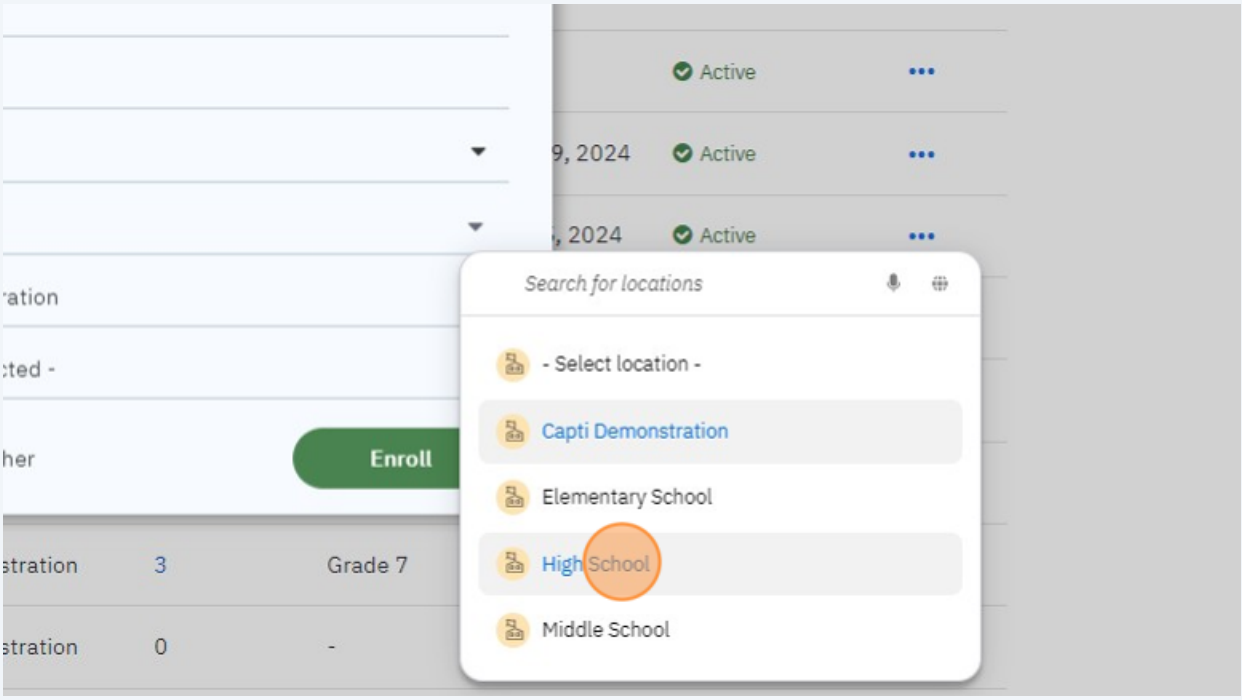
8 Enter the first name and last name of the user.



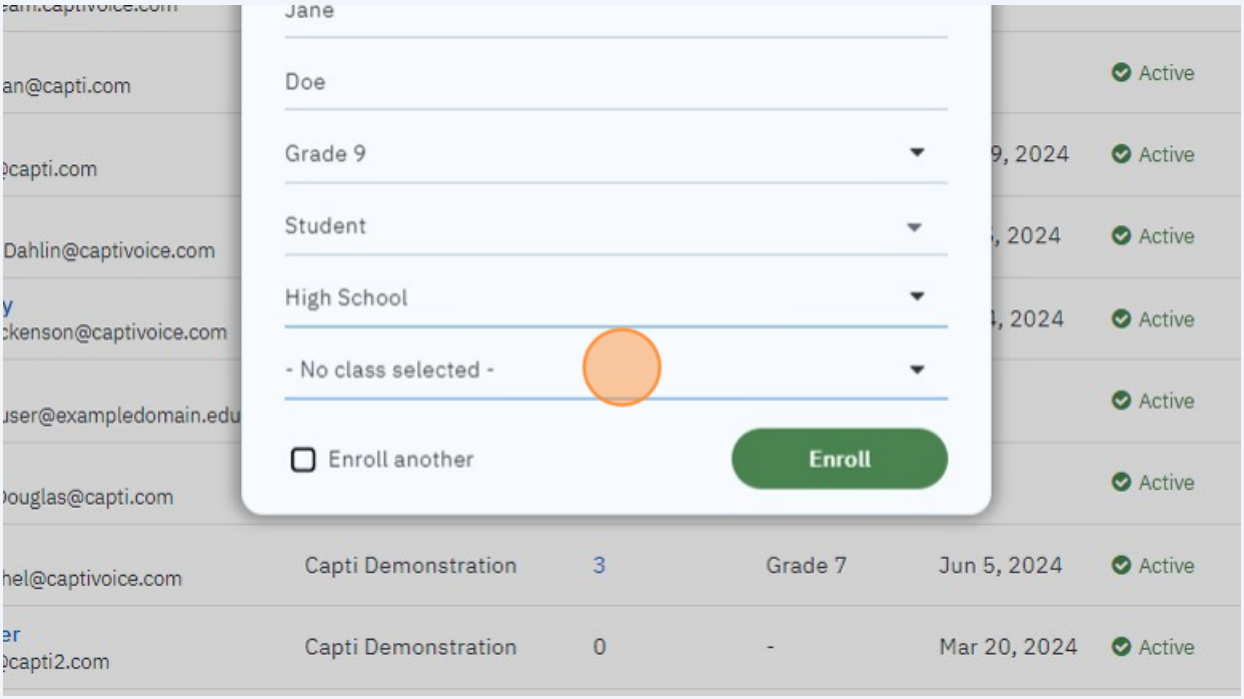
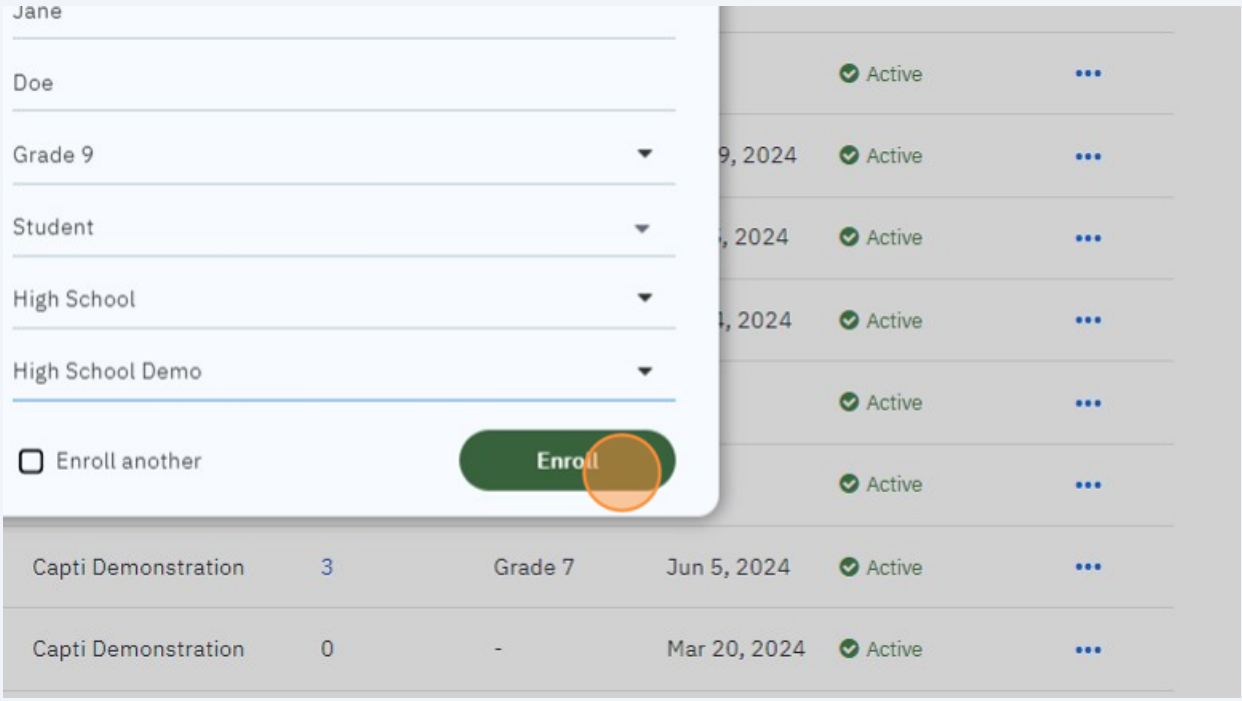
9 Set the grade level of the student.



10 Select the location you want the student to belong to. If you only have one location, it will be selected by default.



11 Select the class, if any, you want this member to belong to. You can add members to classes later in the "Classes" menu.



12 Click "Enroll"