




WHERE IS IT?

 **Administer** > Change request

Type	For	Requester	Time
Staff	ClerkSangwann, Test	ClerkSiema, Test	20/11/2018

Initiating the change request

1. Use the **create user**, or the **CDR create** to initiate an access request.
2. Enter ID card into user profile, or enter ID & DoB
3. If user profile is held elsewhere, then follow the on screen prompt to initiate.
4. Choose between **Student** or **Staff/Guardian** profile to confirm
5. Staff transfer, confirm access to school level (Kinder/Primary/Secondary)
6. Confirm to which school level to send the request.
7. Student transfers are initiated by creating a new student profile, and entering the ID card number
8. On screen prompt will initiate the request
9. Select the class from the dropdown into which the student will be transferred.
10. Start/End Dates are set as the full scholastic year, alter the *start date* if this is during the year.
11. Guardians attached to the student profile will be transferred as well.

