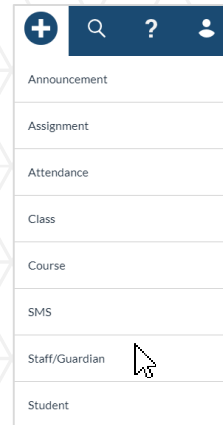




# WHERE IS IT?

In the Quick menu



## Creating profiles manually

- Create a blank profile (either student or user (adult))
- Particulars Tab – First Name & Surname are mandatory
- Maltese ID card number is mandatory (7 digits + 1 Letter)
- Select gender
- Contact Tab – All users must have a primary email
- Choose between enrolment, employment, teaching & dependant to determine which user group the profile will be attached

Students	<a href="#">Enrolment</a>
Guardians	<a href="#">Dependants</a>
Staff	<a href="#">Employment</a>
Teacher	<a href="#">Teaching</a>

## GOOD TO KNOW

1. Staff & students must always use the ilearn email address as primary
2. 7 Digits + N = Temp ID for guardians, 7 Digits + E = Temp ID for students.
3. Staff can be employed by multiple schools at the same time.
4. Staff who have dependants have one profile, but can change views
5. All profiles must be set as **active** if users want to access MySchool
6. CDR create will populate some profile fields automatically. Complete the teaching tab and contact details manually.

### Links to related knowledge base guides

Adding a student    Advanced Search  
 Adding a guardian    Shared Household



If this guide is printed, you can find these articles by searching for the above titles at support.msm.io