



WHERE IS IT?

Quick links menu / CDR create



Record Type*

STUDENT

STAFF/GUARDIAN

Creating profiles using CDR

1. Open CDR create via the quick links bar.
2. Enter Maltese ID and DoB (DD/MM/YYYY)
3. Select student or user (Staff/Guardian)
4. Choose the class into which the student will be enrolled. This is mandatory.
5. Set relationship and access for guardians
6. If the profile exists, then follow the change request instructions

Profile management

CDR create searches internally to check whether the ID/Dob are used anywhere else.

1. Clerks will be asked to create a change request, when the profile is held in another school.
2. Users with multiple school accounts will be prompted to access the profile directly. If it exists.
3. Attached guardians can be shared between schools for siblings.
4. Duplicate guardian records will not be created when importing students
5. When creating staff/guardian profiles, users still need to confirm employment, teaching or dependant relationship.

