

Directions for Adding Non-SASI Students to Clarity

1. Pick up one of these devices that may be available to you at work or home.



2. Using your index finger, dial **328-6430**.
3. The phone may make a ringing sound. Wait until the ringing stops, at which point you will receive a verbal greeting from secretary, **Jane French**.
4. Respond with *"Hello Jane, my name is (state your full name). I'm with (state your place of employment). Would you please add (state student's full name) to Clarity?"*
5. She will need to know the student's
 - a. First name
 - b. Last name
 - c. School
 - d. Gender
 - e. Ethnicity
 - f. Birthdate
 - g. Favorite cartoon



6. As soon as Jane clicks SAVE, that student's name will immediately appear in Clarity.

NOTE: *If you are logged into Clarity while Jane is adding the student, you MAY need to click the Refresh button in order to see the student from your computer.*

**This "Step Sheet" is intended to bring
a bit of levity to your day.
Enjoy!**