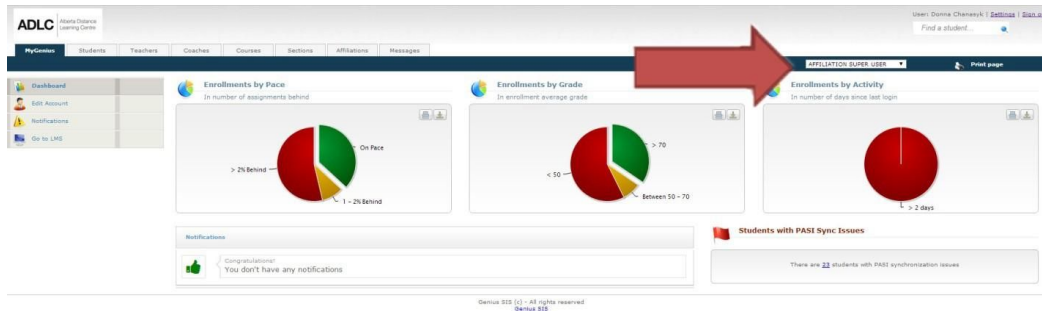


This document is intended to assist Affiliation Super Users in adding course material to a student enrollment in ADLC's Student Information System (SIS).

1. When you are logged into the SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



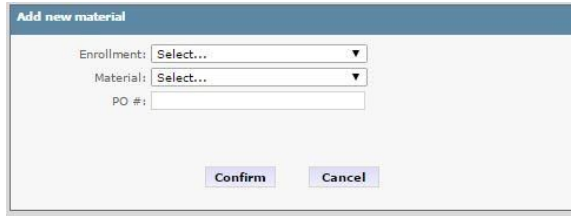
2. In the search bar on the top right-hand corner, type the student's name to locate them in the system. Enter the student's name like this: last name, first name.
3. Click on the appropriate student's name.
4. From the menu on the left-hand side, under **Enrollments**, click **Materials**.



5. Click **Add New Material**.



- From the **Enrollment** drop-down menu, choose the course you'd like to order materials for.



- From the **Material** drop-down menu, choose the material you'd like to order.
Note: You can choose only one item at a time, but this process can be repeated as many times as necessary to order all the materials you need.
- From the **Ship To** drop-down menu, choose **Student Address**, **School Address**, or **Other Address** as the address you'd like the material shipped to. If you choose **Other Address**, you will be prompted to provide the address. If you choose **Student Address** or **School Address**, the material will be sent to the address we have on file.
- Click **Confirm**.
- To order more materials, return to Step 7 above (if you're still ordering for the same student) or Step 2 above (if you're ordering for a different student), and repeat the process as many times as needed to order all the desired materials.

Questions?

Give us a call at 1-866-774-5333 or email info@adlc.ca