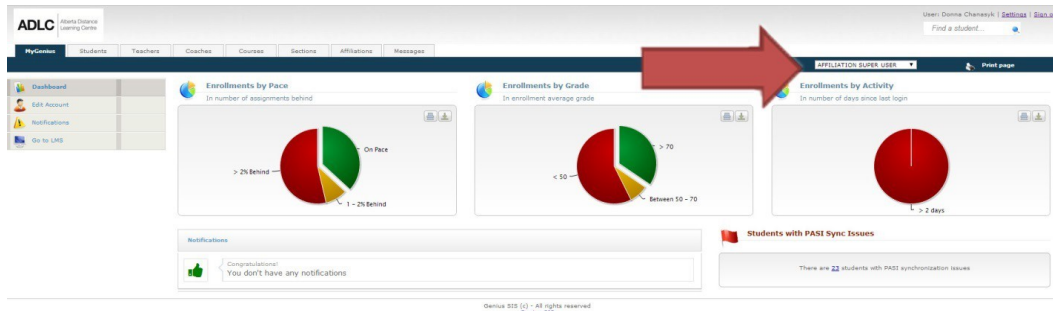


*This document is intended to assist Affiliation Super Users in adding Teachers in ADLC's Student Information System (SIS).*

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. Click on the **Teachers** tab. From the menu on the left-hand side, click **Add Teachers**.
3. The fields that are highlighted in yellow are to be completed
  - enter **First Name** and **Last Name**
  - select your school name from the **Affiliation** drop-down menu
  - select **Yes** for **External Teacher**
  - change the **Status** to **ACTIVE**
  - the **Cap** field is the maximum number of students that teacher can take on. The default number is **9999**. If an Affiliation attempts to enroll a student in a section (course) where the teacher has reached their cap, the registration will not succeed.

**Basic Information**

Teacher ID:

First Name:

Gender:

Affiliation:

External Teacher:

Notes:

Last Name:

Date of Birth:

Teacher Since:

Official Hours:

**Academic Information**

Status:

Teacher Level:

Province:

School:

Cap:

Office Location:

School Code:

**Contact Information**

Email:

Phone:

Street:

State:

ZIP:

Cell Phone:

Extensions:

City:

Country:

Fax:

4. Click **Save**.
  
5. Now that you have completed the External teacher enrollment in SIS, please set up the sections for the teacher to use. For information on how to add a section use the document **Section - Adding**.

## **Questions?**

Give us a call at 1-866-774-5333 or email [info@adlc.ca](mailto:info@adlc.ca)