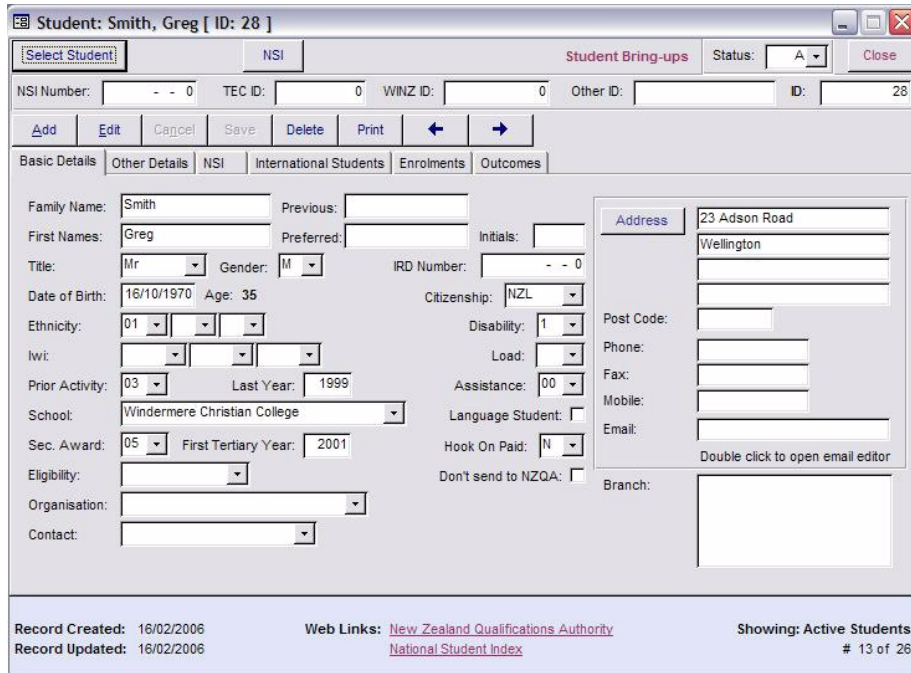


Add a New Student

1. From the Nipper Main Menu **click** the **Student Management** button.
2. **Click** on the **Student** button.
3. **Click** on the **Add** button.
4. Type in the required student details.



The screenshot shows the 'Student: Smith, Greg [ID: 28]' window. The form includes the following fields and options:

- Buttons:** Add, Edit, Cancel, Save, Delete, Print, and navigation arrows.
- Basic Details Tab:**
 - Family Name: Smith, Previous: []
 - First Names: Greg, Preferred: [], Initials: []
 - Title: Mr, Gender: M, IRD Number: []
 - Date of Birth: 16/10/1970, Age: 35, Citizenship: NZL
 - Ethnicity: [], Disability: 1
 - Iwi: [], Load: []
 - Prior Activity: 03, Last Year: 1999, Assistance: 00
 - School: Windermere Christian College, Language Student: []
 - Sec. Award: 05, First Tertiary Year: 2001, Hook On Paid: N
 - Eligibility: [], Don't send to NZQA: []
 - Organisation: [], Contact: []
- Address Tab:**
 - Address: 23 Adson Road, Wellington
 - Post Code: []
 - Phone: [], Fax: [], Mobile: []
 - Email: [] (Double click to open email editor)
 - Branch: []
- Footer:**
 - Record Created: 16/02/2006, Record Updated: 16/02/2006
 - Web Links: [New Zealand Qualifications Authority](#), [National Student Index](#)
 - Showing: Active Students # 13 of 26

5. **Click** on the **Save** button to save the details of the new student.
6. **Click** on the **Close** button to return to the Main Menu.

NOTE: You can **click** on the Other Details or International Students tab to enter additional information which may be relevant to that student.