

eNDMS: Entering a Student Profile

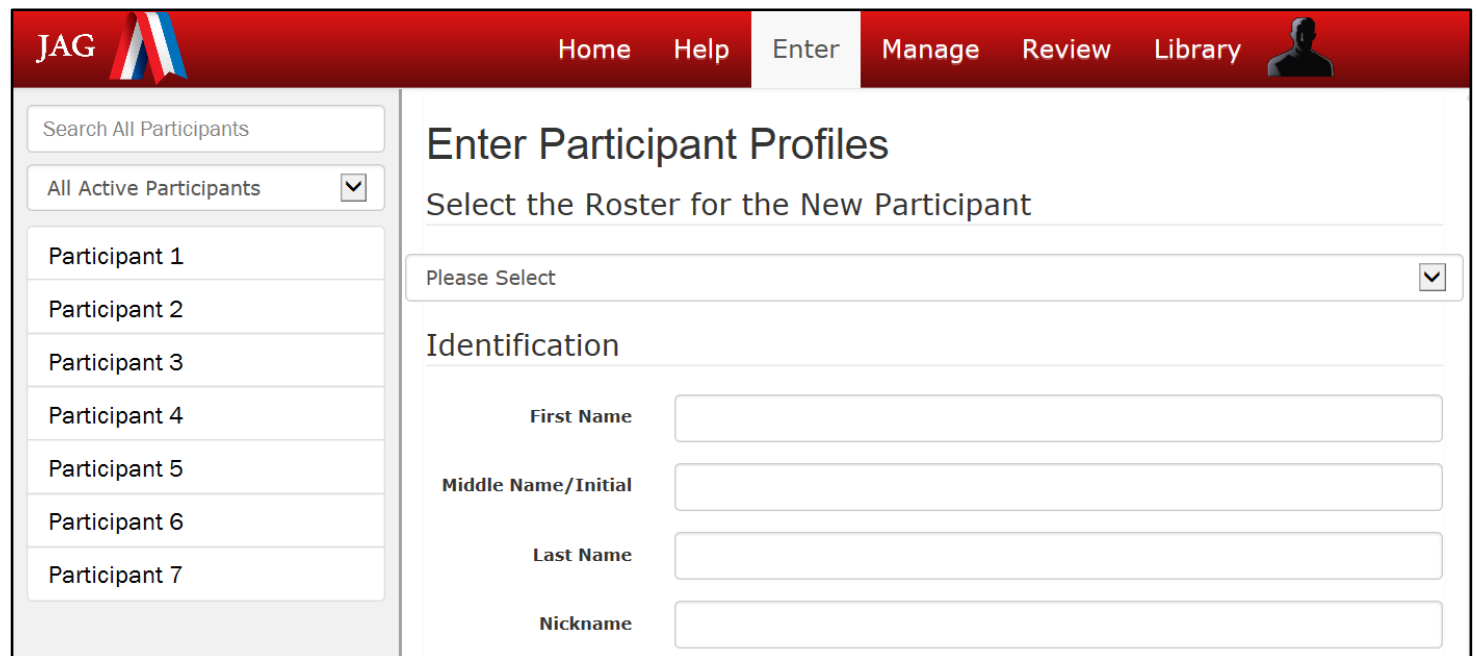
Once you have created your roster, entered Advisory Committee members, and saved your roster, it is now time to create your student profiles. A Student Profile will serve as a “snap shot” of a student upon entry into the JMG program. If you have had a student last year or in previous years, please refer to the [Updating your Roster](#) document on the JMG Website, under Teachers, Tools and Resources, eNDMS Help.

It is vitally important that we do not create a new Student Profile for a student that already has a profile in eNDMS.

Below is a step by step guide to creating your roster

Steps to Enter Student Profiles:

- 1) Select the **current roster** (the one you created for this school year) from the Navigation Sidebar (left hand side of your screen).
- 2) Select the **Enter** link in the Navigation Toolbar (red menu top of screen).
- 3) Select the **Profile** link from the dropdown menu.
- 4) If you did not select the **current roster** from the Navigation Sidebar, you will have to select your roster from the dropdown menu in the profile.
- 5) Enter all required profile information (listed below). If you do not complete all required fields you cannot save the Student Profile.
- 6) Select the **Submit** button at the bottom of the screen in order to save your roster.



Profile Note: Below is a list of required fields necessary to complete a profile:

Identification — first name, last name.

Demographics — race.

Relative/Friend — relationship, first name, last name, street address, apt/suite/other, city, state, zip, home phone.

Profile — date, grade in school, employment, occupational training, current living situation, number in household, mother/first parent’s education, father/second parent’s education, mother/first parent employed, father/second parent employed, free/subsidized lunches, cumulative GPA, absences last school year, credit toward high school graduation, class standing.