

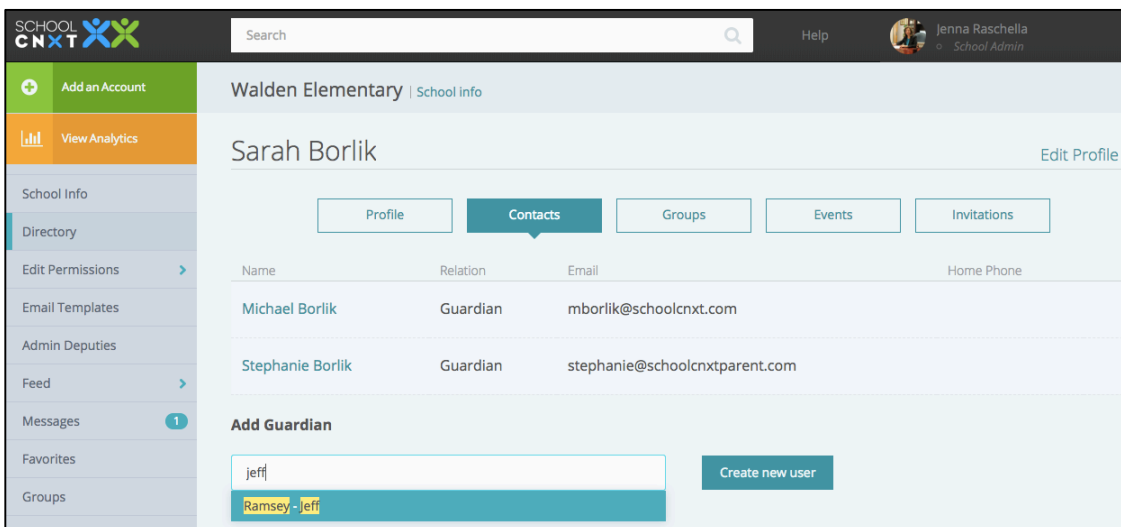


As a SchoolCNXT Admin or Admin Deputy, you are able to add contacts to a user, typically a guardian who is not imported from your district's SIS or a student who is linked to a duplicate account for the same guardian.

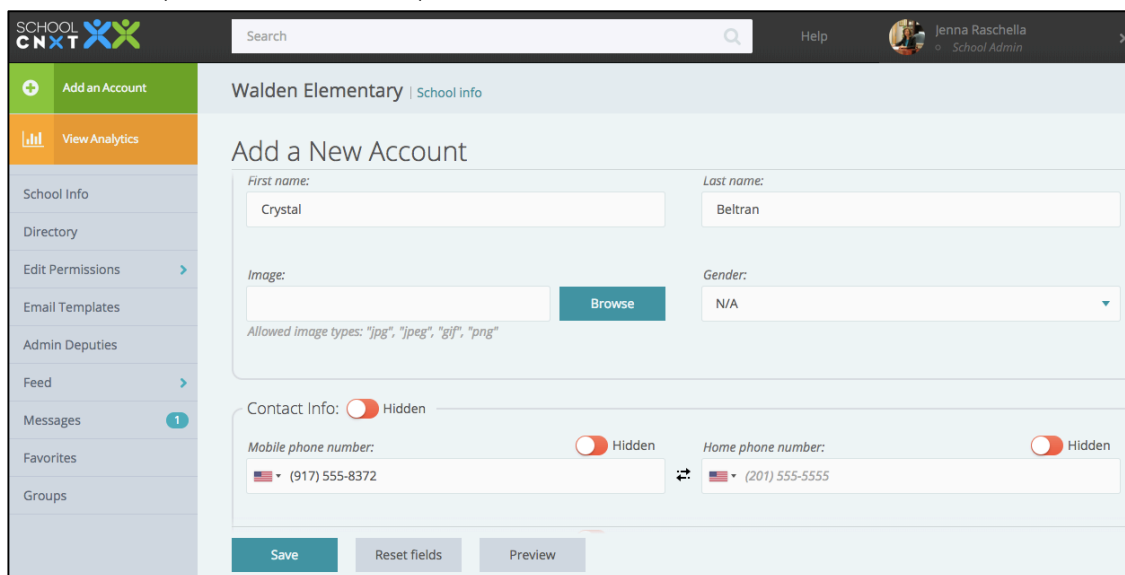
This can only be done on the web app.

You can add contacts to a guardian or student. Let's look at how to **add contacts to a student:**

1. Go to the directory.
2. Search for a student and go to his profile.
3. Click Contacts.
- 4a. To add a guardian who is already in SchoolCNXT, type their name in the search bar and click the name of the guardian below.



- 4b. To add a guardian who is not yet in the SchoolCNXT directory, click Create New User. Add their name, mobile number, and email. Click Save.



5. If the user has not activated his or her account, make sure you return to their profile and invite them!