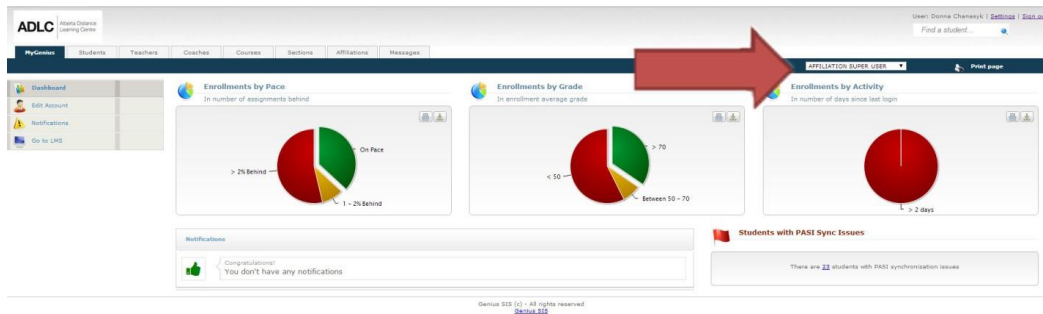


Ordering Course Material for an Enrolled Student in ADLC's SIS

Last Updated: April 6, 2018

This document is intended to help Affiliation Super Users add course material to a student enrolment in ADLC's Student Information System (SIS).

1. Log in to SIS, and make sure you've selected **Affiliation Super User** as your role. 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 Enrolments, click **Materials**.



5. Click **Add New Material**.



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

The image shows a dialog box titled "Add new material". It contains three input fields: "Enrollment:" with a dropdown menu showing "Select...", "Material:" with a dropdown menu showing "Select...", and "PO #:" with a text input field. At the bottom are two buttons: "Confirm" and "Cancel".

7. 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.
8. 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.
9. Click **Confirm**.
10. 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.

Contact

If at any time you have questions, please contact:

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