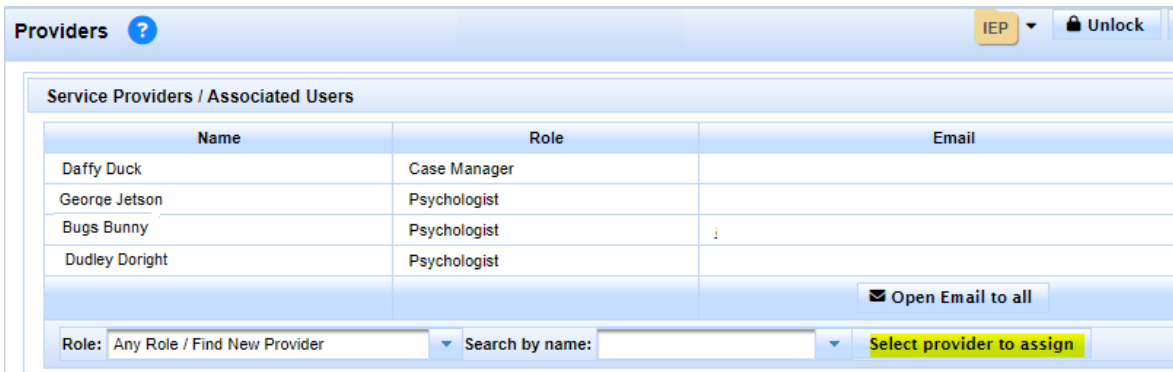


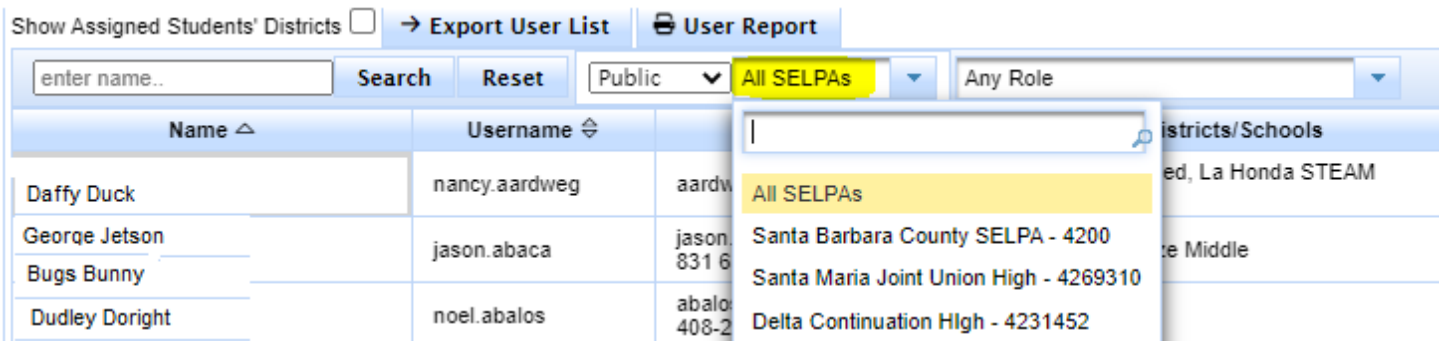
For users who have admin access with the right to add providers to a record such as a District or School Admin 1 or 2.

To add a provider who exists outside of the district or SELPA to a record go to the Student Info of the record and then to the Providers tab:

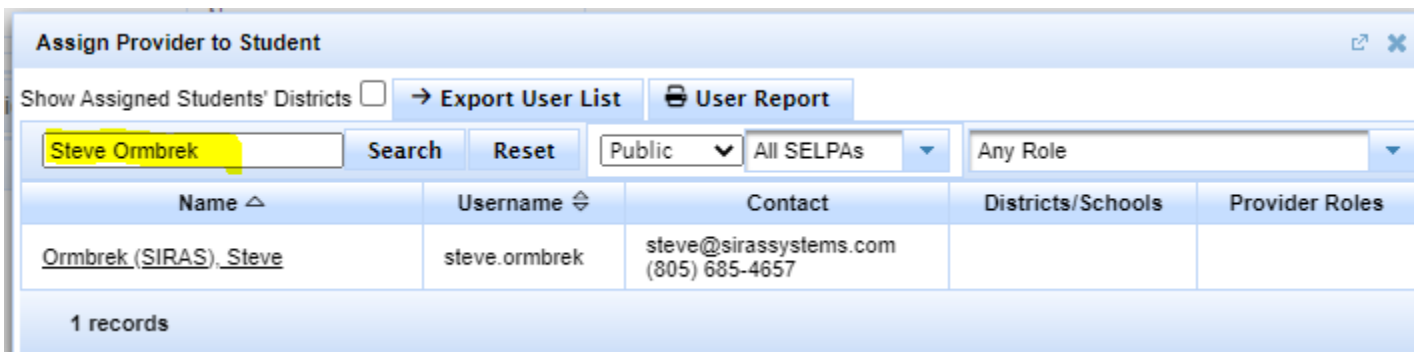
Click **Select provider to assign** button



In the District Category (highlighted) select 'All SELPAs'

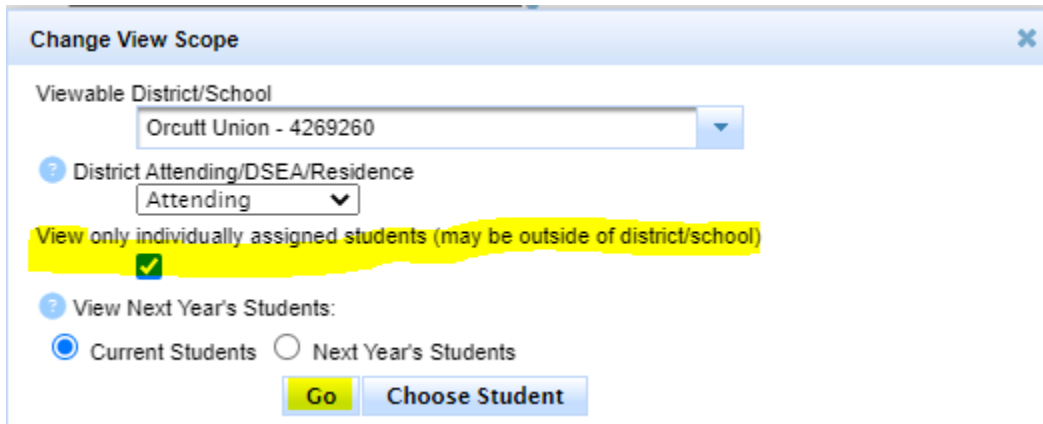


Enter the Providers name (remember spelling counts; perhaps try entering only the last name) leave the Role filter as 'Any Role'. Once the name of the user is found, click in the user name link to assign that provider to the student.



The Admin Provider from other District or SELPA wanting to accessing specifically assigned students.

Check View only individually assigned students...’ checkbox and then click the **Go** button.



**Change View Scope**

Viewable District/School  
Orcutt Union - 4269260

District Attending/DSEA/Residence  
Attending

**View only individually assigned students (may be outside of district/school)**

View Next Year's Students:  
 Current Students  Next Year's Students

**Go** Choose Student

This will change the focus of records to only those students that you have been assigned to as a Provider including students from other districts.

