HOW TO UPDATE YOUR STUDENT ROSTER ON WWW. FASTalk .ORG

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Rosters change, we understand! You can ensure that FASTalk is reaching all of your students' caregivers by clicking STUDENTS across the the top of your Dashboard. Take a moment to review your roster. Follow the directions below to make any necessary changes!

TO EDIT STUDENT OR CAREGIVER INFORMATION



STEP 1

Find the name of the student who details you want to update and click ☑ on the right-side of the screen under ACTION.





STEP 2

Make changes to the Student Details section as needed. To add an additional caregiver for the student, <u>follow this</u> <u>guide</u>.

STEP 3 Click SUBMIT to save your student and caregiver updates.

TO ADD A STUDENT TO YOUR ROSTER

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STEP 1 Click +CREATE NEW on the left side of the screen.

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STEP 2

Enter the student's student ID.

Then, click ENTER THE

STUDENT ID.

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STEP 3

Complete the student details section. Then, click SUBMIT to save and add this student.

TO REMOVE A STUDENT FROM YOUR ROSTER



STEP 1 Find the name of the student you want to delete and click **t** on the right-side of the screen under ACTION.



STEP 2

Click 'OK' in the pop-up to confirm the permanent removal of this student from your roster.