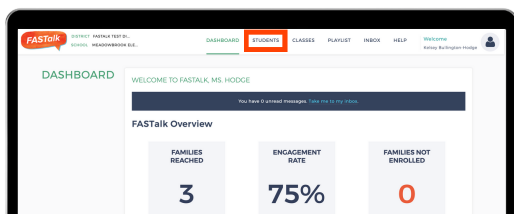
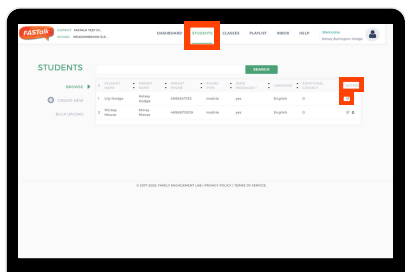


HOW TO UPDATE YOUR STUDENT ROSTER ON WWW.FASTalk.ORG




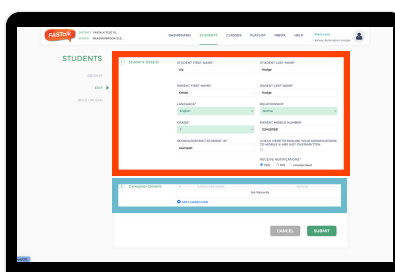
Rosters change, we understand! You can ensure that FASTalk is reaching all of your students' caregivers by clicking STUDENTS across the top of your Dashboard. Take a moment to review your roster. Follow the directions below to make any necessary changes!

TO EDIT STUDENT OR CAREGIVER INFORMATION



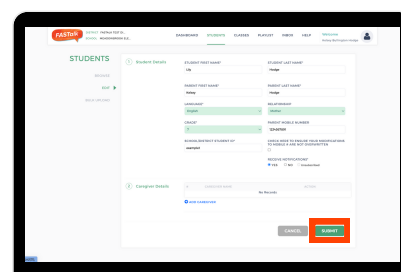
STEP 1

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

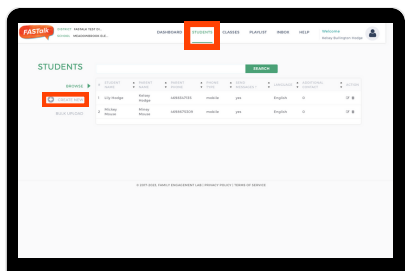
Make changes to the Student Details section as needed. *To add an additional caregiver for the student, follow this [guide](#).*



STEP 3

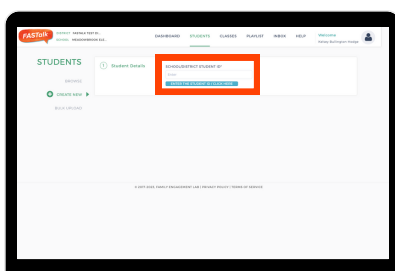
Click SUBMIT to save your student and caregiver updates.

TO ADD A STUDENT TO YOUR ROSTER



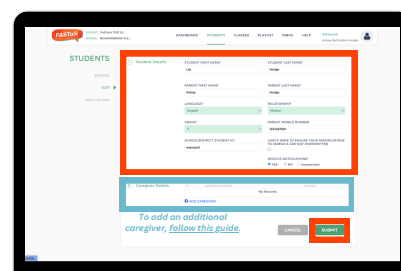
STEP 1

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



STEP 2

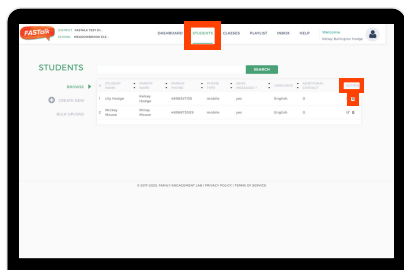
Enter the student's student ID. Then, click ENTER THE STUDENT ID.




STEP 3

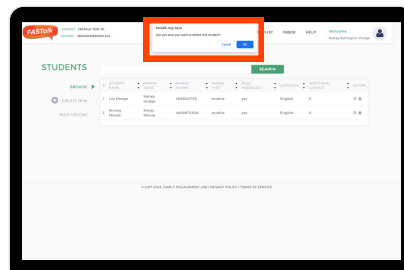
Complete the student details section. Then, click SUBMIT to save and add this student.

TO REMOVE A STUDENT FROM YOUR ROSTER



STEP 1

Find the name of the student you want to delete and click  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.