Adding Students Manually for District Administrators

Select the red "District Login" button to begin if you have a GMS Portal account.
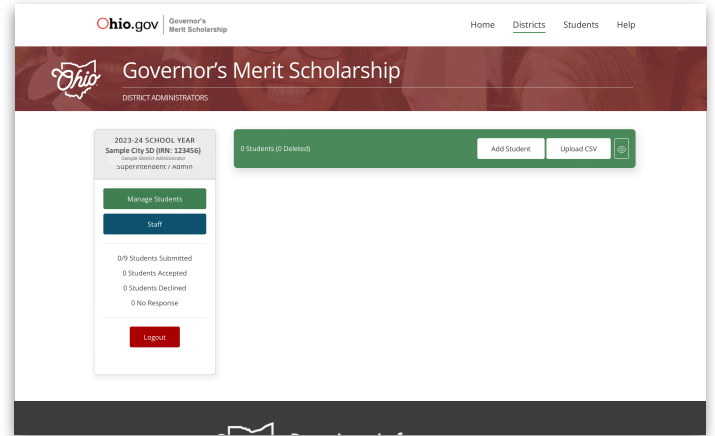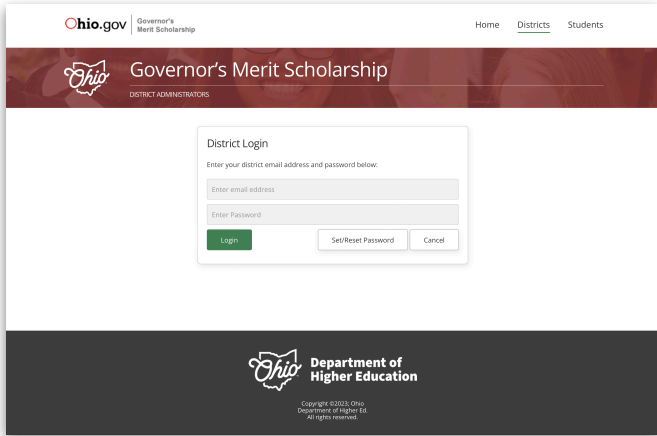
District Login

Step 1: Account Login

- Enter your District email address and Password
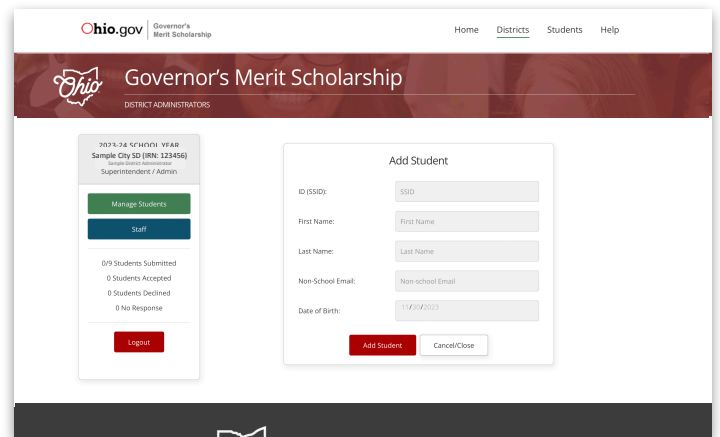- Click Login

Step 2: Add Students - Manually

- Select "Add Student" to add individual students to the portal.

Step 3: Add Student Details

- Enter the following information
  * SSID
  * First Name
  * Last Name
  * Non-School Email Address
  * Date of Birth (xx/xx/xxxx)
- Click "Add Student"

Step 4: Confirmation

A confirmation screen will appear indicating successful addition of the student as well as information regarding when the student was added and by whom. The student will also appear in the "Manage Students" list.