Adding Students to Your Caseload

**STEP 1:**
Depending on how TIENET has been configured for your school district, your caseload may already be provided for you, but if not, you will be assigned the security privilege that enables you to add and remove students from your own caseload. This is shown in the procedure below.

**STEP 2:**
To add students to your caseload, click ‘Add Students to Standard Caseload’ here. If this option does not appear, you do not have the access privilege to add students to your caseload. This may be intentional if your caseload is being provided for you. Otherwise, consult your system administrator to gain this access privilege.

FYI: Depending on your security/role, you may also see an option to add students to the case manager caseload. Note that TIENET allows multiple staff members to add a student to their caseload, but only one staff member can be the case manager for a student at a given point in time.
STEP 3:
If you know the student’s ID, enter it in the ID field. Alternately enter a few letters of the student’s last and/or first name. Then click the “Search” button below.

STEP 4:
Click the checkmark next to the student you wish to add. Then click the green buttons above or below the list labeled “Add Students Marked Below/Above to Standard Caseload”
STEP 5: Use the navigation trail to exit.