

1. Log into 4-H CONNECT
2. Click the [Enrollment] tab.
3. Click the [Schools] icon.
4. Click the [Add School] link.
5. Type in the school Title, Type and District.
6. Click the [Save] button. The school should appear on the “Schools” list.

### School Information

Title:

Alias:

Type:

District:

Name	Alias	School Type	School District	Custom	Inactive	
Cayuga EL	Cayuga Elementary School	Public School	CAYUGA ISD			<input type="button" value="Edit"/>

1. Log into 4-H CONNECT.
2. Click the [Enrollment] tab.
3. Click the [Schools] icon to display a list of schools.
4. Click the [Edit] button beside the school.
5. The school name that is listed may not be the common name known to the families. Type a common name for the school in the Alias blank.
6. Click the [Save] button.

### School Information

Title:

Alias:

Type:

District:

Name	Alias	School Type	School District	Custom	Inactive	
Cayuga EL	Cayuga Elementary School	Public School	CAYUGA ISD			<input type="button" value="Edit"/>

1. Log into 4-H CONNECT.
2. Click the [Enrollment] tab.
3. Click the [Schools] icon to display a list of schools.
4. Click the [Edit] button beside the school to be deleted.
5. Click the [Delete] button.
6. Click [OK] on the the dialogue box that pops up.

### School Information

Title:

Alias:

Type:

District:

*Note: A school can only be deleted after it is removed from every youth profile.*