

Mosaic – Adding Adults and BOCES Students

If BOCES students and Adults are not maintained in your Student information system, you will need to add them manually in Mosaic.

ADDING BOCES STUDENTS:

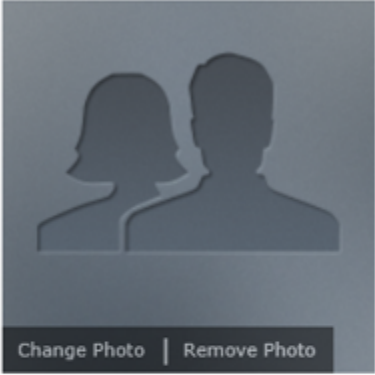
1. You need to create special Student statuses for the BOCES Students.
 - a. Setup/Student Status
2. Click ADD
3. Give the status a name like BOCES – FREE, BOCES – REDUCED, BOCES – PAID
4. Eligibility Status would be based on if they are Free, Reduced or Paid
5. POS Display Name – I would just enter the same as you have in the NAME FIELD
6. Click SAVE

Student Status Information



| | |
|----------------------|-------------------------------------|
| Name:* | <input type="text"/> |
| Eligibility Status:* | Free ▼ |
| POS Display Name:* | <input type="text"/> |
| Taxable:* | No ▼ |
| Charge Limit:* | <input type="text" value="\$0.00"/> |

7. Now you can add the student
 - a. Students/maintenance
 - b. Click ADD
 - c. Fill in the First and Last Name
 - d. POS ID and District ID (they can be the same)
 - e. Status – you will now see the new status' you created. Pick the appropriate one
 - f. Click Save in lower right corner of screen

General



Change Photo | Remove Photo

| | | | |
|---------------|--|--------------------|--|
| First:* | <input type="text"/> | Other: | <input type="text"/> |
| Middle: | <input type="text"/> | SSN: | <input type="text"/> |
| Last:* | <input type="text"/> | Grade:* | None ▼ |
| Birth Date:* | 1/1/2000  | Homeroom:* | None ▼ |
| Active:* | Yes ▼ | Language:* | English ▼ |
| Gender: | Not Specified ▼ | Bus/Route: | <input type="text"/> |
| POS ID: | <input type="text"/> | School:* | Adams Elementary ▼ |
| District ID:* | <input type="text"/> | Serving Line Note: | <input type="text"/> |
| Family ID: | <input type="text"/> | Medical Alerts: | <input type="text"/>  |
| Status:* | Paid ▼ | | |

ADDING ADULTS:

1. Same as above, except the status would be ADULT