***Triumph.com Student Add/Removal instructions…***

A. Teachers have their own ability to add students.

B. If a child transfers or leaves the district, teacher should disable the child.

***How to add a student***

1. Log in

2. Click the little arrow in the right hand corner by your name

3. Click Students

4. Scroll down

5. Add Student

* ***User Name: Lunch card #***
* ***Password: Lunch card #***
* ***Student ID: Lunch card #***

***How to disable a student***

1. Log in

2. Click the little arrow in the right hand corner by your name

3. Click Students

4. Scroll down find the desired student

5. In the actions drop down on the right, select disable

Thanks