

How to Create User Contacts

As someone with administrative access in Snap! Connect, you can add contacts to a user, typically a guardian who is not imported from your district's SIS.

The following steps must be done on the web app.

You can add contacts to a guardian or student.

Step One

Select [Directory](#) from the left-hand navigation menu bar. Search for a user and click on their name to go to their profile.

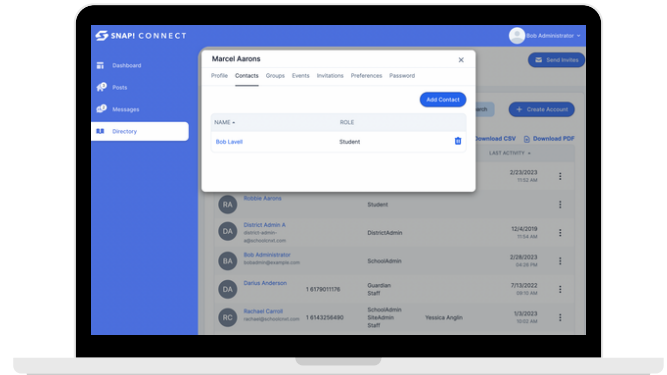
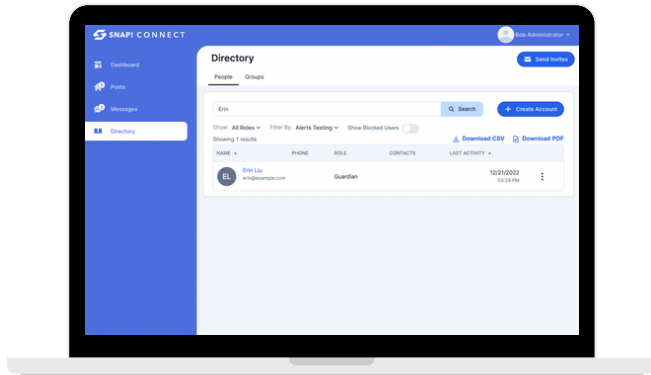
Click [Contacts](#).

Click [Add Contact](#).

Step Two

Type the name(s) of the contact(s) you want to add in the search bar and check the box(es) next to their name(s).

Click [Add Contacts](#).



Note: This link between contacts will not be affected by future imports.