Adding/Editing Student Records and Course /Registrations

The CSL Education online process for student registrations helps to ensure accurate and timely information. There are three steps involved in the process.

1. Add any new students to the CSL Database (as applicable)
2. Update any student contact information that has changed
3. Enter course registrations

To add registrations to the system, you will need to know the student's CSL Identification Number. Any new students must be added to the database in order to obtain a CSL ID number. Note – a *new student* is someone who is not currently in the CSL database. If a student is new to your center, but has taken classes at another center, they should already exist in the system. In such cases, or any case where you do not know the student's ID#, you may send an email to spiritualdevelopment@csl.org requesting the ID#. Please provide the student's name, and other indicative data you may have, e.g. the center they may have taken a class at, birthdate, email address, home address.

Note – CSL sends an email every two months to the contact email address on file for each center with a list of students along with their CSL ID#. The list includes those students who have completed a course at that center within the past 5 years.

Please follow the steps below to submit course registrations:

1.) Add any new students to the CSL Database (as applicable)

The following link will open the *New Student Database Entry* form
https://csl.tfaforms.net/204

Complete all required fields.

A sample of a completed form is on the next page.

New Student Database Entry

Please use the form below to enter new student data into the CSL database. This form is only for entry of NEW students. If your student has completed courses through CSL previously, they will exist in the database already. If you are unsure of your students' CSL ID numbers, please contact Rev. James Peak, at jpeak@csl.org.

New Student Data Entry

First Name: *

JD

Last Name: *

Peak

Please enter the student's LEGAL name.

Nickname:

Maiden Name:

Street Address: *

123 Anystreet

City: *

Some City

State/Province: *

Colorado

Please do no abbreviate

Zip/Postal Code: *

80470

Country: *

United States

Please do no abbreviate

Email Address: *

someone@itsallone.com

Phone: *

303-555-1234

Birthdate (MM/DD/YYYY) *

08/12/1900

NEXT

Upon completion of the form, click Next and the system will process the update and display a message that includes the new student's CSL ID #. Please make a note of it, as you will need the ID to add registrations to their record.
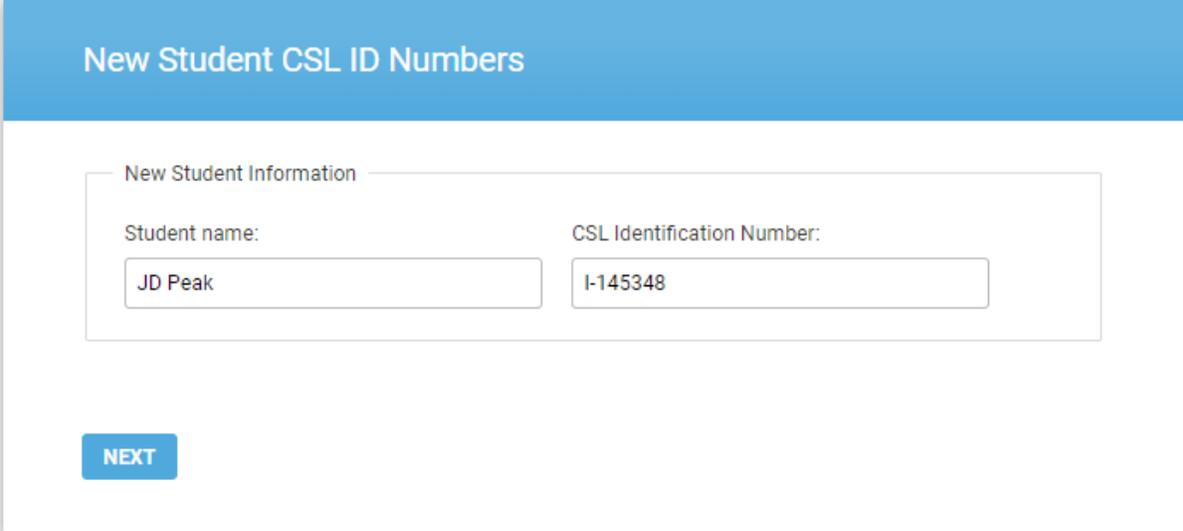
New Student CSL ID Numbers

New Student Information

Student name:

JD Peak

CSL Identification Number:

I-145348

NEXT

At this point, if you have additional new students to enter, Click Next, and the new student form will appear so you may add another record.

Continue the process until all new students have been entered.

2.) Update any student contact information that has changed

To update student information such as home address, phone number, email address, etc. use the Update Contact Information form.

The following link will open the **Update Contact Information** *form* https://csl.tfaforms.net/209

Complete all required fields. Please note that the first questions requires that you select the CSL ID# from the drop down. Start typing to narrow results. When the correct number populates, you MUST select the ID number from the drop down in order for the student information to populate.

Enter/edit any fields requiring an update then click Submit.

An example of adding a nickname is on the next page. **Certificates print with student's legal name only.

Update Contact Information

Please search the CSL Identification number in the drop down menu.
You **MUST** select the ID number from the drop down menu in order for the information to populate. Once the contact information has populated, you can update as necessary. Once the form submits, the contact information will update in the database.

If you have new students who do not yet have an ID number, please use New Student Database Entry form to enter them into the system. If you are unsure of your students' ID numbers, please contact Rev. James Peak, Education Program Coordinator at jpeak@csl.org.

🔍 I-145348   ⊗

First Name: *   Last Name: *

JD   Peak

Nickname: Maiden Name:

John

Street Address: *

123 Anystreet

City: *   State/Province: *

Some City   Colorado
                                              Please do not abbreviate

Zip/Postal Code: *   Country: *

80470   United States
                                              Please do not abbreviate

Email Address: *   Birthdate (MM/DD/YYYY) *

someone@itsallone.com   1900-08-12

Mobile Phone Number: *

303-555-1234

If you need to update additional student information, please submit this form (below) and you will be prompted to enter another student on the next page.

Submit

After clicking Submit, the system will process the record and a message confirming the update will appear.

If there are additional student records to update, click Next, otherwise close the browser window.
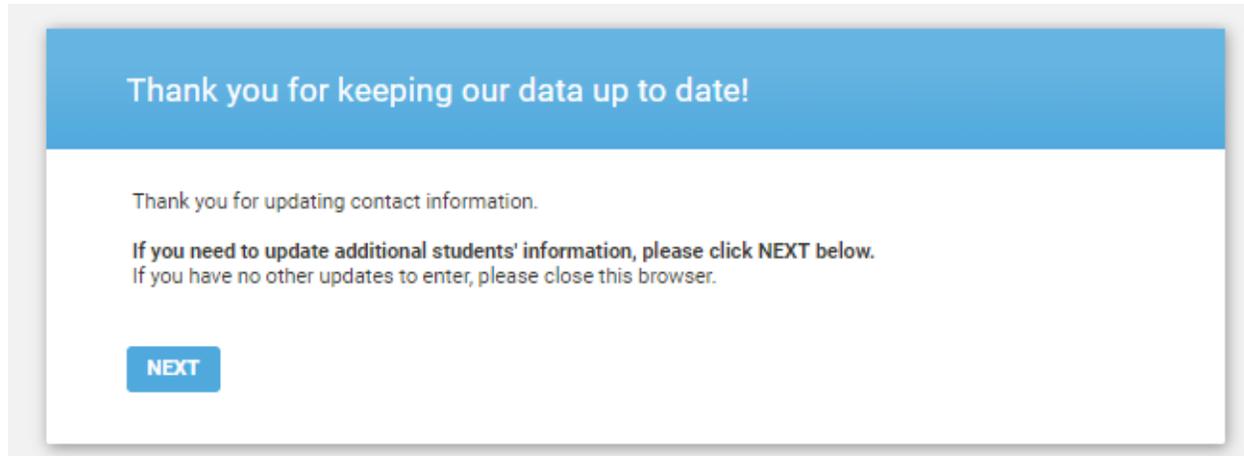
3.) Enter course registrations

The final step is to add the /registrations with the **Certificated Course Registration** form.

There are two options/forms available:

For Check Payment: https://csl.tfaforms.net/201

For Card Payment: https://csl.tfaforms.net/113

The following information will be required to complete the registration form:

- Course Name
- Course Completion Date
- Instructor Email Address
- Instructor #2 Email Address (if applicable)
- A list of all students who completed the class, including their CSL ID# and if they took the class for Credit or Review.

Follow the steps below to complete the form:
(Detailed instructions are listed on the form in both English and Spanish)

- Select the Center Name into the lookup/search field and click on it when it "pops-up"
- Select the Country for your Center from the drop-down
- Select the Course (note, only current CSL Certificated courses are included in the list)
- Enter the Completion Date (or select from the pop-up calendar) for the Course

- Enter/Lookup the Instructor's email address
- Enter/Lookup the Instructor #2's email address (if applicable)
- Select the option to indicate if there are student(s) for "credit." All students are "for credit" if they have not previously completed that certificated course.
  - If Yes, complete the process to add students.
    You will need the student's CSL ID#, enter it in the lookup/search field and select it when it pops-up.
  - Continue adding students for Credit as applicable

- Select the option to indicate if there are student(s) for "review." Students for review have already completed the certificated course and been registered for that course through Home Office. No student can be registered as review without the course on record for credit.
  - If Yes, complete the process to add students.
    You will need the student's CSL ID#, enter it in the lookup/search field and select it when it pops-up.
  - Continue adding students for Review as applicable

Note - the total registration fee due is calculated as you enter the students.

Once you have entered all student registrations:

Enter the confirmation email address. And …

      If you are paying by check, submit the form.

      If you are paying by card, enter the payment information, and submit.

Upon successful completion, a message will appear.

[Please be patient – depending on the number of registrations, is may take a few minutes to update the system. Do NOT refresh the page or close out your browser. Wait until the confirmation message appears.]

For any questions or technical support, email spiritualdevelopment@csl.org