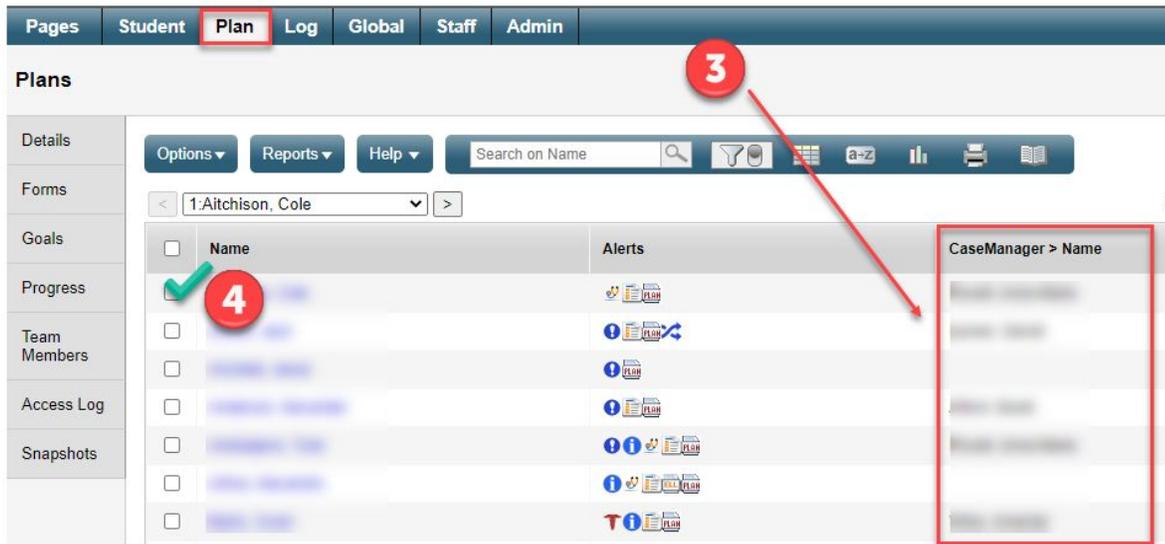
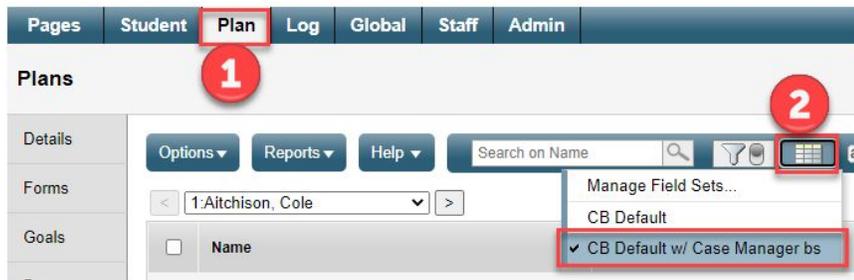


# Adding Case Managers at a School

## MyEducation BC

### Student Services View



1. Plan Top Tab
2. Choose the Field Set that includes Case Managers
3. This List will show you which require changes
4. Tick a student that requires a change
5. Click Details Side Tab
6. Click Plan Details
7. Click the Magnifying glass to search for the Case Manager (if the Case Manager is not in the list see your MyEd Clerical support person or put in a Helpdesk ticket to have the Case Manager added)