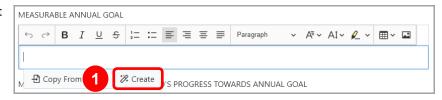


Special Services Creating & Inserting User Bank Items

Creating User Bank Items

Click the form field for which you want to create a user bank item. Then. below the field, click Create.

> Note: Banks are unavailable for number, frequency, date, and signature fields.



Note: To create a bank item using preselected text, enter your desired text in the field. Then, highlight the text and click Create.

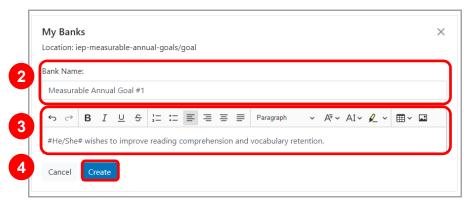
The My Banks area opens.

- Enter a Bank Name.
- In the rich text field, enter the desired content for the bank item.

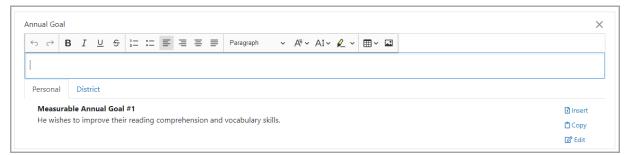
Note: If you created this bank item using preselected text, the text you selected displays in the field.

Note: The following text replacements are available:

- #he/she#
- #him/her#
- #first#
- Click Create.



The My Banks area closes and the new user bank item displays below the current field. To insert the bank item into the current field, click Insert. To copy the bank item to your clipboard, click Copy. To modify or delete the bank item, click Edit.



*see reverse side for more information

Inserting User & District Bank Items

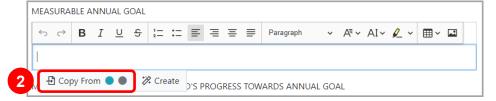
District bank items can be added, modified, and/or deleted only by users who have been assigned the SpecialServices - Administrator user role in StudentInformation. For more information, see the Managing District Banks instructional sheet.

1 Click the form field in which you want to insert a user or district bank item.

Below the field, beside **Copy From**, displays if user bank items are available, and displays if district bank items are available.

Note: If no bank items are available, you can create a new user bank item using the steps on the previous page.

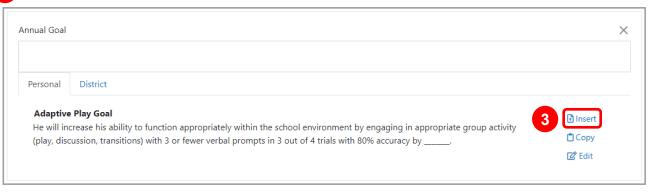
2 Click Copy From.



All available user bank items display below the current field on the Personal tab.

Note: To view district bank items, click the District tab.

3 Locate the desired bank item. Then, click Insert.



Note: To copy the bank item to your clipboard, click **Copy**. To edit or delete the bank item, click **Edit**. (**Edit** displays only if the bank item is a user bank item.)

The bank item displays in the current field. Click \times to return to the form.

