

# ASAP Instructions - Print Roster

The website link is here [ASAP](#)

Our Org. ID is 4429

Your user name is your district email

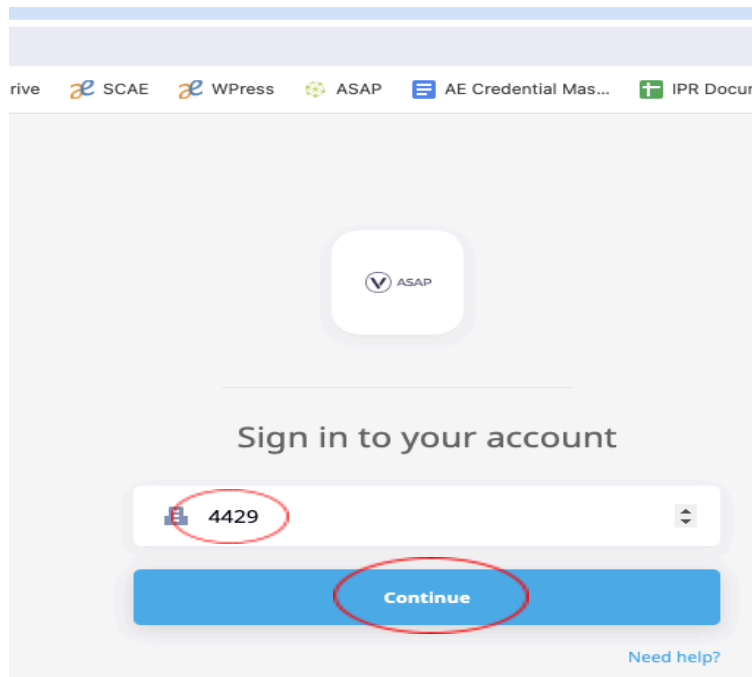
If you do not have an ASAP Account, please request one from Christina Schell, Registrar, [cschell@scusd.net](mailto:cschell@scusd.net).

[Login](#)

[Print Roster](#)

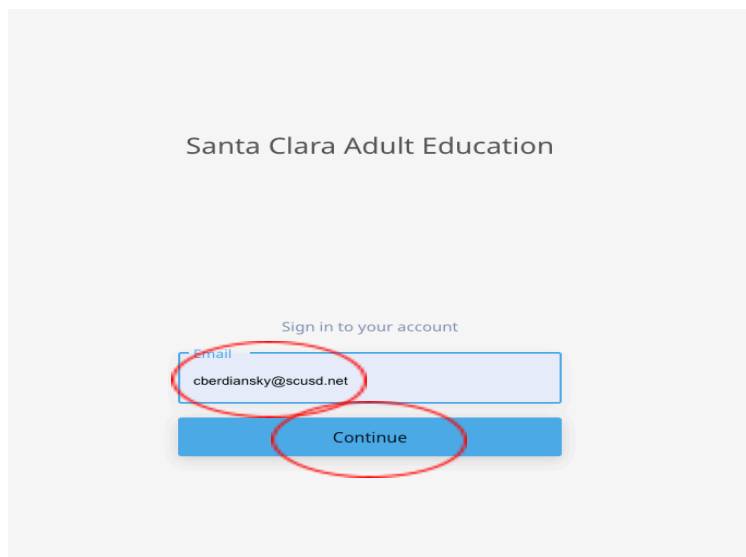
Login

Enter 4429 - Continue



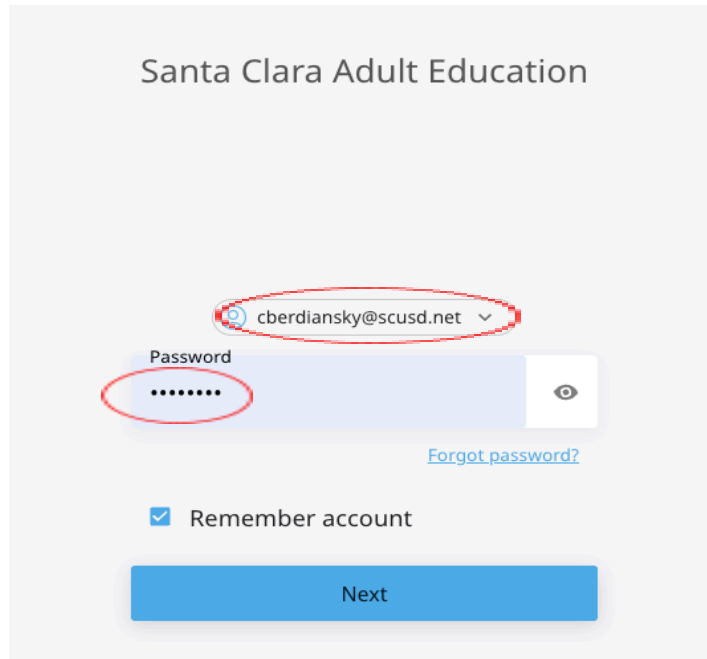
The screenshot shows the ASAP login interface. At the top, there is a navigation bar with logos for 'rive', 'SCAE', 'WPRESS', 'ASAP', 'AE Credential Mas...', and 'IPR Docum'. Below this is a large white box with the ASAP logo and the text 'Sign in to your account'. There is a dropdown menu with '4429' selected, and a blue 'Continue' button. Both the dropdown and the button are circled in red. A 'Need help?' link is visible at the bottom right.

Enter email address - Continue



The screenshot shows the next step in the login process. It features the text 'Santa Clara Adult Education' at the top. Below that is the text 'Sign in to your account'. There is an email input field with 'cberdiansky@scusd.net' entered, and a blue 'Continue' button. Both the email field and the button are circled in red.

Enter your password, then next.



Santa Clara Adult Education

cberdiansky@scusd.net

Password  
.....

[Forgot password?](#)

Remember account

Next

Select Yes or No. **The computer will take a little time to open your account.**



Santa Clara Adult Education

Stay signed in?

Stay signed in so you don't have to sign in again next time.

Don't ask me again

Yes No

# Print Roster

Computer will open to the Employee Detail Page



## Employee Detail

Time Period: All Active

My Settings - Logout

- Home
- Quick Search  
Staff Go
- Quick Enroll
- Reservations
- Find
- Create
- Tools
- Configure
- View Reports
- Switch View
- Get Help
- ASAP 4



### Christine Berdiansky

Administrator [Edit](#)

Staff ID: 50264

[Edit My Settings](#)  
[Availability](#)

[cberdiansky@scusd.net](mailto:cberdiansky@scusd.net)

MOBILE: 408 2345592

WORK: 408 4233507

Groups: [Add more groups...](#)

Subjects:

Schedule | Group Classes | New Students | Notes & Files | Hours

View By: Date Range [Export Excel](#)

From: 1/5/2024 To: 1/6/2024

Day	Date	Start	End	Name	Location	Room
No records to display.						

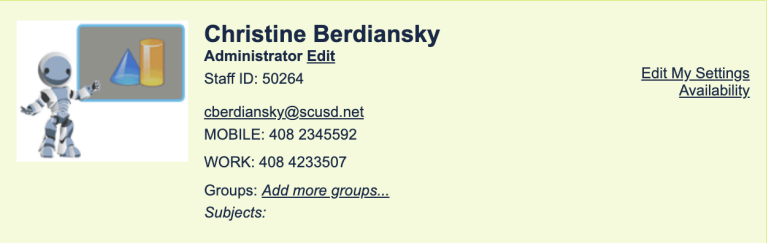
Take attendance for:

View Reports:

Select group classes.

Santa Clara Adult Education (4429)

Employee Detail Time Period: All Active



**Christine Berdiansky**  
 Administrator [Edit](#)  
 Staff ID: 50264 [Edit My Settings](#)  
[Availability](#)  
 cberdiansky@scusd.net  
 MOBILE: 408 2345592  
 WORK: 408 4233507  
 Groups: [Add more groups...](#)  
 Subjects:

Schedule **Group Classes** New Students Notes & Files Hours

View By: Date Range [Export Excel](#)

From: 1/5/2024 To: 1/6/2024

Day	Date	Start	End	Name	Location	Room
No records to display.						

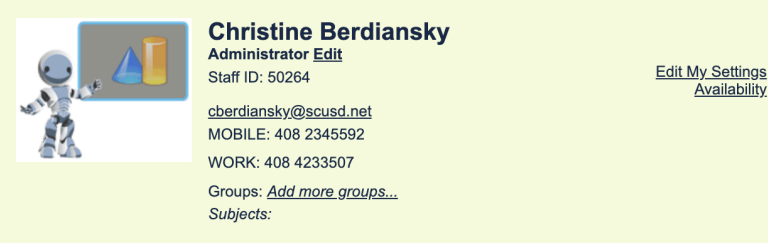
Take attendance for: Group Classes [Go](#) [Email Your Students](#)

View Reports: Report Options [Go](#)

It will default to Show Current. If the class has passed, change Show Current to Show History.

Santa Clara Adult Education (4429)

Employee Detail Time Period: All Active



**Christine Berdiansky**  
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[Availability](#)  
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 MOBILE: 408 2345592  
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 Groups: [Add more groups...](#)  
 Subjects:

Schedule **Group Classes** New Students Notes & Files Hours

**Show Current**

Event	Class Code	Date	Time	Status
<a href="#">Medical Assistant Online Orientation</a>	652301	1/9/2024 - 1/9/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant In-Person Orientation</a>	612301	1/16/2024 - 1/16/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant Online Orientation</a>	652302	1/23/2024 - 1/23/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant In-Person Orientation</a>	612302	1/30/2024 - 1/30/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant Online Orientation</a>	652303	2/6/2024 - 2/6/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant In-Person Orientation</a>	612303	2/13/2024 - 2/13/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant Online Orientation</a>	652304	2/27/2024 - 2/27/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant In-Person Orientation</a>	612304	3/5/2024 - 3/5/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant Online Orientation</a>	652305	3/12/2024 - 3/12/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant In-Person Orientation</a>	612305	3/19/2024 - 3/19/2024	06:00 PM - 07:00 PM	Active
<a href="#">Medical Assistant Online Orientation</a>	652306	3/26/2024 - 3/26/2024	06:00 PM - 07:00 PM	Active


Select a class.



My Settings - Logout

- [Home](#)
- Quick Search
- [Quick Enroll](#)
- [Reservations](#)
- [Find](#)
- [Create](#)
- [Tools](#)
- [Configure](#)
- [View Reports](#)
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- ASAP 4

- Quick Links**
- [Last Class](#)
  - [Last Student](#)
  - [Last Invoice](#)



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**Administrator** [Edit](#)

Staff ID: 50264

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MOBILE: 408 2345592

WORK: 408 4233507

Groups: [Add more groups...](#)

Subjects:

[Edit My Settings](#)  
[Availability](#)

Schedule <span style="float: right;">Group Classes   New Students   Notes &amp; Files   Hours</span>					
Show Current <input type="text" value="v"/>					
Event	Class Code	Date	Time	Status	
<a href="#">Medical Assistant In-Person Orientation</a>	612301	1/16/2024 - 1/16/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant Online Orientation</a>	652302	1/23/2024 - 1/23/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant In-Person Orientation</a>	612302	1/30/2024 - 1/30/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant Online Orientation</a>	652303	2/6/2024 - 2/6/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant In-Person Orientation</a>	612303	2/13/2024 - 2/13/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant Online Orientation</a>	652304	2/27/2024 - 2/27/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant In-Person Orientation</a>	612304	3/5/2024 - 3/5/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant Online Orientation</a>	652305	3/12/2024 - 3/12/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant In-Person Orientation</a>	612305	3/19/2024 - 3/19/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant Online Orientation</a>	652306	3/26/2024 - 3/26/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant In-Person Orientation</a>	612306	4/2/2024 - 4/2/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant Online Orientation</a>	652307	4/9/2024 - 4/9/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant In-Person Orientation</a>	612307	4/30/2024 - 4/30/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant Online Orientation</a>	652308	5/7/2024 - 5/7/2024	06:00 PM - 07:00 PM	Active	
<a href="#">Medical Assistant In-Person Orientation</a>	612308	5/14/2024 - 5/14/2024	05:30 PM - 06:30 PM	Active	
<a href="#">Medical Assistant Online Orientation</a>	652309	5/21/2024 - 5/21/2024	05:30 PM - 06:30 PM	Active	
<a href="#">Medical Assistant In-Person Orientation</a>	612309	5/28/2024 - 5/28/2024	06:00 PM - 07:00 PM	Active	

See Student List.



Santa Clara Adult Education (4429)

Class Detail

Time Period: All Active

My Settings - Logout

- [Home](#)
- Quick Search
- [Quick Enroll](#)
- [Reservations](#)
- [Find](#)
- [Create](#)
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- [Configure](#)
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- ASAP 4

Medical Assistant In-Person Orientation

612301



When: Tuesday 06:00 PM-07:00 PM  
 1/16/2024 - 1/16/2024  
 Win-Sp 24

Where: Room A Main Office, Santa Clara Adult Education

Who: Berdiansky, Christine

Ages: 18 - 999

Status: Active - Visible

Credential: No

Fees: Regular Student: \$0.00  
 1098 No  
 Eligible:

Capacity: 18, Min: 2  
 Enrolled: 9  
 Completed: 0  
 Pending: 0  
 Waitlisted: 0  
 Drop/Transfer: 2  
 Drop-In: 0

I want to: -- Select --

Class Roster	Demographics	Questions	Grades/Credits	Schedule	Skills	Notes	
View: Enrolled and Pending							
Attendance Options							
<a href="#">Mass Edit Status</a>							
Drag a column header and drop it here to group by that column							
<input type="checkbox"/>	Actions	LastName	FirstName	Phone	Status	Paid	Email
<input type="checkbox"/>	1. <input type="button" value="Action"/>	Carpio barrera	Rosario				
<input type="checkbox"/>	2. <input type="button" value="Action"/>	Cordero	Ariadna				
<input type="checkbox"/>	3. <input type="button" value="Action"/>	Drago	Micaela				
<input type="checkbox"/>	4. <input type="button" value="Action"/>	Espinoza	Andrea				
<input type="checkbox"/>	5. <input type="button" value="Action"/>	Kachun	Scame				

- [Quick Links](#)
- Last Class
- Last Student
- Last Invoice

See Student List. Select one of these, excel or .pdf  Your roster will download for printing.



Class Detail

Time Period: All Active

My Settings - Logout

- Home
- 
- Quick Enroll
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View: Enrolled and Pending		Attendance Options					
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Drag a column header and drop it here to group by that column							
 							
<input type="checkbox"/>	Actions	LastName	FirstName	Phone	Status	Paid	Email
<input type="checkbox"/>	1. <input type="button" value="Action"/>	Carpio barrera	Rosario				
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<input type="checkbox"/>	3. <input type="button" value="Action"/>	Drago	Micaela				
<input type="checkbox"/>	4. <input type="button" value="Action"/>	Espinoza	Andrea				
<input type="checkbox"/>	5. <input type="button" value="Action"/>	Kochun	Scame				

- [Quick Links](#)
- Last Class
  - Last Student
  - Last Invoice

