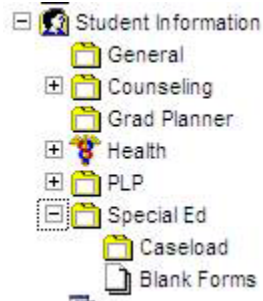# How to Add a Case Manager
For Special Education Teachers

Click on Student Information then Special Ed and then search for a student on your caseload.

Click on the student's name and then click on the Team Members Tab. This student is also a speech student; Kelly has already added herself as a Service Provider. Click on Find and Link New Team Member.

Click on the Special Ed Staff dropdown and select your name.

On the Role dropdown, select Case Manager.

Click on Add Team Member.

The only glitch found so far is if you don't click on the Team Member tab each time you select a student, you won't have the Special Ed Staff dropdown. You will also need to click on the Fetch Classroom Teachers tab to give the classroom teacher the ability to view the student's IEP.