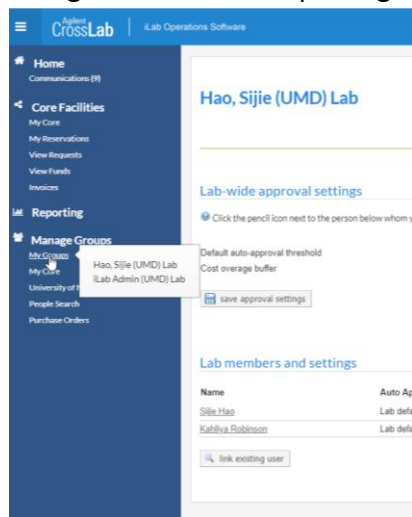
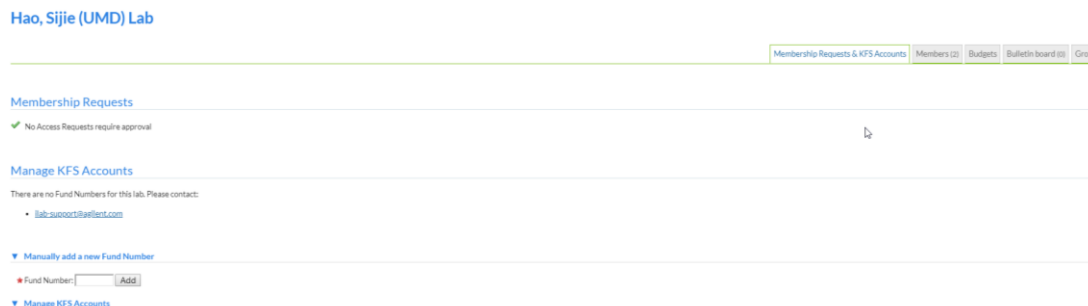


Adding new KFS numbers

1. Navigate to Your Group using the access bar on the left



2. Click the tab at the top right labeled “Membership Requests & KFS Accounts”.



3. Enter the KFS numbers you would like to add. (Example 1-11111)
4. Click *Add*.
5. Repeat as needed for additional KFS numbers.