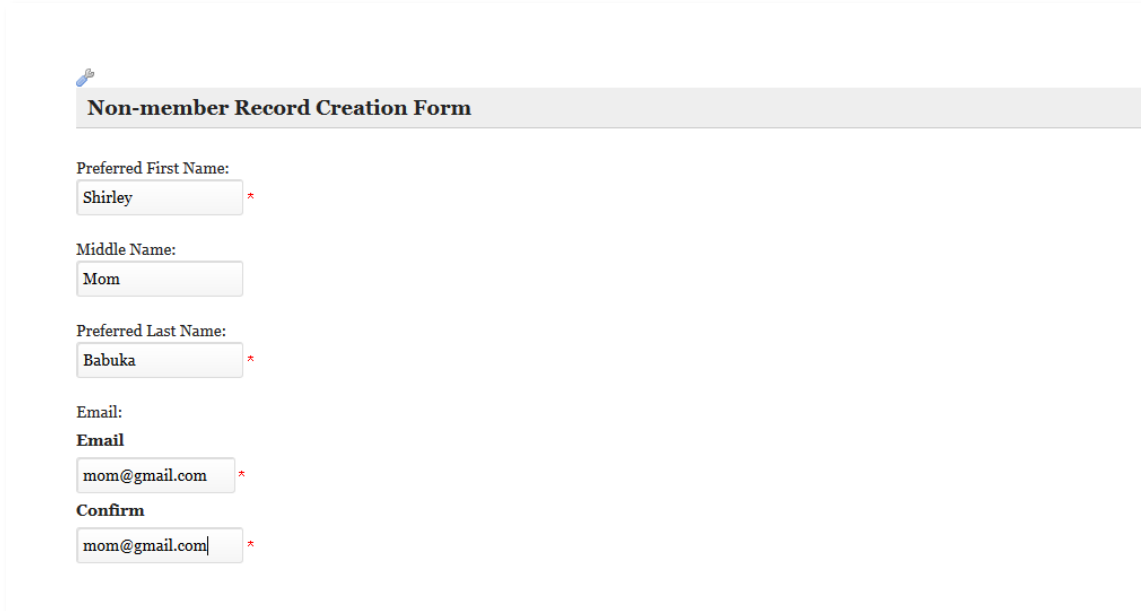


How to add a non-member record. This is for a person that we have no info on, cannot find but want to register in iModules.

- 1) Go to link - **YOU MUST ACCESS THIS LINK IN PRIVATE MODE ON YOUR BROWSER**

<http://cornelluniversity.imodules.com/NonMemberRecord>

- 2) Enter information for new person



Non-member Record Creation Form

Preferred First Name:
 *

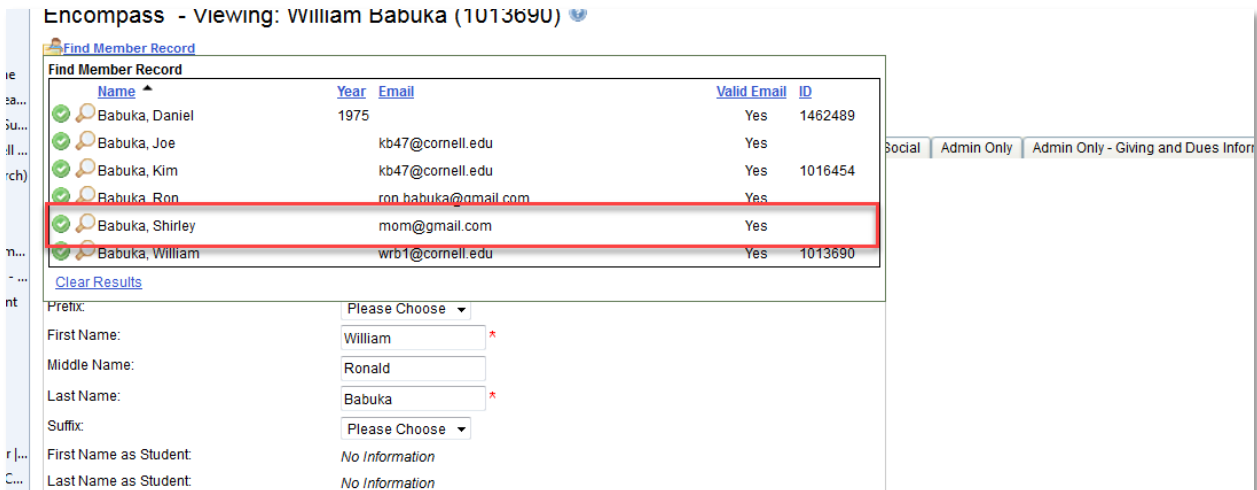
Middle Name:

Preferred Last Name:
 *

Email:
Email
 *

Confirm
 *

- 3) Search and find



Encompass - Viewing: William Babuka (1013690)

[Find Member Record](#)

Find Member Record

Name	Year	Email	Valid Email	ID
Babuka, Daniel	1975		Yes	1462489
Babuka, Joe		kb47@cornell.edu	Yes	
Babuka, Kim		kb47@cornell.edu	Yes	1016454
Babuka, Ron		ron.babuka@gmail.com	Yes	
Babuka, Shirley		mom@gmail.com	Yes	
Babuka, William		wrb1@cornell.edu	Yes	1013690

[Clear Results](#)

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

First Name as Student: *No Information*

Last Name as Student: *No Information*