

# How to Create User Contacts

As someone with administrative access in Snap! Connect, you can add contacts to a user, typically a guardian who is not imported from your district's SIS.

**The following steps must be done on the web app.**

**You can add contacts to a guardian or student.**

## Step One

Select Directory from the left-hand navigation menu bar. Search for a user and go to their profile.

Click .

Click .

## Step Two

Type the name of the contact you want to add in the search bar and check the box next to their name.

Click .

