

## How to Change the Federal Indicator

### READ EVERYTHING BEFORE YOU DO ANYTHING...

- Initial assignment of the Federal Indicator is now automated
- Do **NOT** mark the Federal Indicator in Infinite Campus
- The following steps will automatically happen during an import
  - a. **IF** a student **DOES NOT** have a federal indicator marked for your school, **THEN** the first record imported into TEDS will be marked
  - b. **IF** the student **DOES** have a federal indicator marked for your school, **THEN** TEDS will look for a preparatory enrollment
    - i. **IF** the student **DOES NOT** have a preparatory enrollments, **THEN** TEDS will do nothing
    - ii. **IF** the student **DOES** have a preparatory enrollment, TEDS will ensure a preparatory enrollment is marked

Once your student records are imported into TEDS, you can change federal indicators by following the steps below.

1. Log in to TEDS and click on **Schoolwide Enrollments**
2. Set Student Status as **All Students**
3. Click **Search**

This will provide a list of all students (active and inactive) in your TEDS database

4. You can now change/move federal indicators

Name	SSN	SSID	Program				Federal Report
Whitaker Kiley	404-35-1115	1751456891	Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>
Seider Debbie Ann	999-52-3544		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>
Whitaker CJ	999-58-7432		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>
Christian Claude	147-25-8369		Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>
Whitaker Chloejade	999-22-0564	3195369875	Accounting	Demographics	Enrollment	CATS	<input checked="" type="checkbox"/>
Seider Debbie Ann	999-52-3544		Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>
Whitaker Chloejade	999-22-0564	3195369875	Accounting	Demographics	Enrollment	CATS	<input type="checkbox"/>

### REMEMBER

- Every student must have one and only one federal indicator
- If a student has a preparatory pathway, the preparatory pathway must be selected
- If another record is already marked, you must uncheck that enrollment before checking a new enrollment

5. Click the **Save** Button before you leave EACH page
  - a. *If you do not click save, it never happened*
  - b. *You cannot run a report to check your changes until the next day*