

# How to Add or Remove an Existing Pathway in Your TEDS

## READ EVERYTHING BEFORE YOU DO ANYTHING...

- This process will NOT add pathways for the current school year
- The addition window for the 2022-2023 school year is February 1, 2022 - September 1, 2022
- Do not use this process to alter a pathway you already have
- Pathway additions may only be submitted in TEDS

### 1. To **ADD** an existing pathway as listed in the Program of Studies:

a. Log in to TEDS.

b. Click on **My School**.

c. Click on **Assign Pathways**.

Here, you can see what pathways are assigned to your school

d. Click **New Assignments**.

e. Type in the CIP code and click **Search**

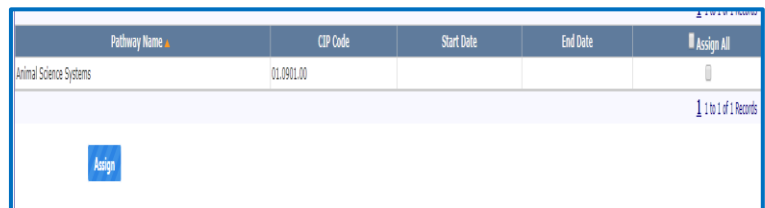
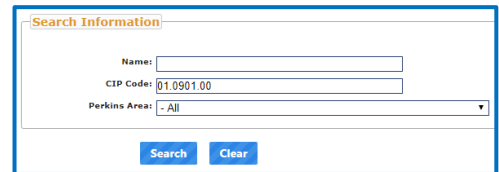
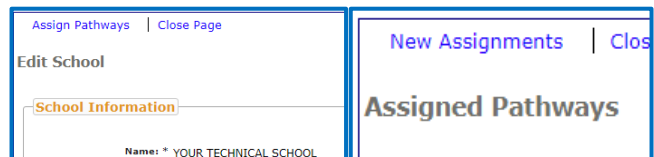
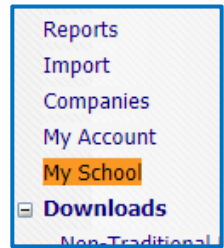
f. Click the box for **Assign All** for the specified pathway

g. Click **Assign**

This will add the pathway to your TEDS with no section or class list

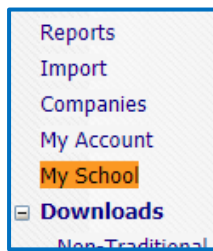
i. You cannot add students until after the September 1 rollover

ii. You can request pathway modifications

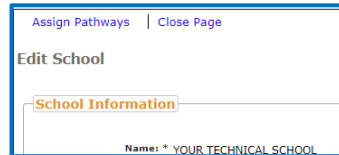


2. To **REMOVE** a pathway currently in your TEDS:

- a. Log in to TEDS.
- b. Click on **My School**.
- c. Click on **Assign Pathways**.



Here, you can see what pathways are assigned to your school

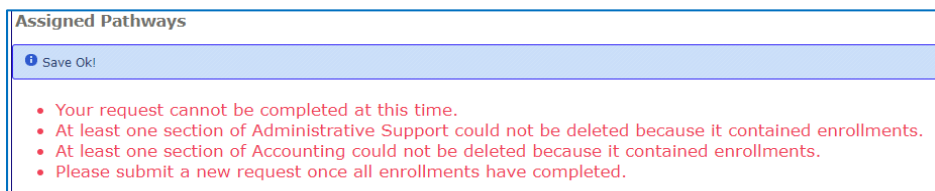


- d. Click the box for **“Remove All”** for the specified pathway

Pathway Name	CEP Code	Start Date	End Date	Remove All
Accounting	52.0301.00	7/1/1999		<input type="checkbox"/>
Accounting/Data Processing	52.0302.00	9/1/2017		<input type="checkbox"/>
Administrative Support	52.0401.00	7/1/1998	12/31/9999	<input type="checkbox"/>
Aerospace Engineering	14.0201.01	9/1/2018		<input type="checkbox"/>
Air Force JROTC	28.0101.00	9/1/2017		<input type="checkbox"/>
Allied Health	51.0000.01	7/1/1999	8/31/2018	<input type="checkbox"/>
Army JROTC	28.0301.00	9/1/2017		<input type="checkbox"/>
Business Management	52.0201.01	7/1/1999	12/31/9999	<input type="checkbox"/>
Business Multimedia	52.0501.00	8/1/2007	6/30/9999	<input type="checkbox"/>
Business Technology	52.0408.00	9/1/2018		<input type="checkbox"/>
Carpenter Assistant	46.0201.01	8/30/2017	8/31/2018	<input type="checkbox"/>
Computer Science	11.0701.01	9/1/2017		<input type="checkbox"/>
Entry Level Collision Repair Painter	47.0603.01	7/1/1999	12/31/9999	<input type="checkbox"/>
Machinist Technician	48.0503.01	9/1/2015	9/1/2018	<input type="checkbox"/>
Sports Marketing	31.0504.00	7/1/1999	6/30/2018	<input type="checkbox"/>
Welder Entry Level	48.0508.01	7/1/1998	12/31/9999	<input type="checkbox"/>
Wood Manufacturing	48.0703.02	9/1/2018		<input type="checkbox"/>

- e. Click **“Remove”**
  - i. If the pathway has no students enrolled,
    - 1) the pathway will now show an end date for the last day of the current TEDS year (8/31/xxxx)
    - 2) the pathway will be removed during the September 1 rollover process
  - ii. If the pathway has students enrolled,
    - 1) You will get a message that states:

- *“Your request cannot be completed at this time.*
- *At least one section of “Pathway” could not be deleted because it contained enrollments*
- *Please submit a new request once all enrollments have completed.*



- 2) Submit a new request once all enrollments have completed.