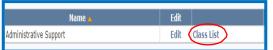
## How to Enter Postsecondary Student Data in TEDS

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

- To avoid duplicate demographic records with different SSID or SSN numbers for the same student, <u>always</u> search for the student first (even if you are sure that the student was not previously entered into TEDS and has no existing demographic record).
- Students may only be added from Pathway Sections
- 1. Log into TEDS and click on the **pathway** in which the student is/will be enrolled.
- 2. Click on Class List





- 3. Select All Students and click Search.
- 4. IF STUDENT IS IN THE LIST
  - a. Click ENROLLMENT
  - b. Remove the check mark next to "Inactive"
  - c. Update information (Student Objective, Attend Hours, Credit Hours)
  - d. Click Save
- 5. IF STUDENT IS NOT IN THE LIST
  - a. Click "Add New Enrollment" above the search criteria area.
  - Enter the student's name and last 4 digits of their SSN and Click "Search" (remember to watch for married <u>AND</u> maiden names)
  - c. **If the student's name appears in the search results**, edit existing demographic or enrollment data as necessary.
  - d. If the student's name <u>does not</u> appear in the search results, Click New Enrollment Search, enter required information (must have both SSN and birthdate to complete search) and click SEARCH
  - e. If the student still cannot be found, click on New
    Enrollment and enter required data for each of the fields with an \*
  - f. Click "Save"

**IMPORTANT**: Data updates overnight. Changes will not be visible until the next day

	Add New Enrollment Close Page
	Class List
	New Enrollment Search Close Page
1	Search Student to Enroll
	ADMINISTRATIVE SUPPORT 52,0401 - Administrative Support
	0 Records Match Your Criteria
	Search Criteria
	First Names
	Last four # of SSN
	55101
	Search
	Name
ľ	New Enrollment Search Close Page
	Close Page
	ng Student to Enroll SUPPORT 52.0401 - Administrative Support
	Criteria
191	
	· ·
	Suarch Clear
	Name
	Close Page