

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, **always** 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).
- Required demographic and enrollment information can be found in the TEDS User Guide online at <http://education.ky.gov/CTE/teds/Pages/TEDSStepbyStep.aspx>
- 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** for the section you wish to add the student(s)

Name ▲	Edit
Administrative Support	Edit Class List

Pathway Sections
ADMINISTRATIVE SUPPORT 52.0401
ARCHITECTURAL CAD/CADD DRAFTING 15.1303
AUTOBODY/COLLISION REPAIR TECH 47.0603
AUTOMATED SYSTEMS TECHNOLOGY 15.0499
CARPENTRY 46.0201
CHEF TRAINING 12.0503
COMPUTER GRAPHICS 48.0199
ELECTRICITY 46.0302
EMERGENCY MEDICAL TECHNOLOGY (PS 51.0904

3. Click “**Add New Enrollment**” above the search criteria area.

Add New Enrollment Close Page
Class List

4. Enter the student’s name in the “**Search Criteria**” and Click “**Search**” (*remember to watch for married **AND** maiden names*)

- If the student’s name appears in the search results, edit existing demographic or enrollment data as necessary.
- If the student’s name **does not** appear in the search results, Click **New Enrollment Search**, enter required information (*must have both SSN and birthdate to complete search*) and click **SEARCH**

New Enrollment Search Close Page	
Search Student to Enroll	
ADMINISTRATIVE SUPPORT 52.0401 - Administrative Support	
0 Records Match Your Criteria	
Search Criteria	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Last four # of SSN:	<input type="text"/>
SSID:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
Name	
New Enrollment Search Close Page	

New Enrollment Close Page	
Search For Existing Student to Enroll	
ADMINISTRATIVE SUPPORT 52.0401 - Administrative Support	
0 Records Match Your Criteria	
Search Criteria	
Student SSN:	<input type="text"/>
Date of Birth:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	
Name	
New Enrollment Close Page	

5. If the student still cannot be found, click on **New Enrollment** and enter required data into each of the fields with an *

6. Click “**Save**”

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