

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).
- 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**

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

3. Select All Students and click **Search**.

4. **IF STUDENT IS IN THE LIST**

- Click **ENROLLMENT**
- Remove the check mark next to “Inactive”
- Update information (Student Objective, Attend Hours, Credit Hours)
- Click Save

5. **IF STUDENT IS NOT IN THE LIST**

- 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 **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**
- If the student still cannot be found, click on **New Enrollment** and enter required data for each of the fields with an *
- Click **“Save”**

A screenshot of the 'Class List' interface. At the top right, there are two buttons: 'Add New Enrollment' (circled in red) and 'Close Page'. Below the buttons, the text 'Class List' is visible.

A screenshot of the 'New Enrollment Search' interface. It shows a search form with the following fields: 'First Name', 'Last Name', 'Last four # of SSN', and 'SSID'. There are 'Search' and 'Clear' buttons at the bottom. The page title is 'New Enrollment Search | Close Page'.

A screenshot of the 'New Enrollment' interface. It shows a form with fields for 'Student Name' and 'Date of Birth'. There are 'Search' and 'Clear' buttons at the bottom. The page title is 'New Enrollment | Close Page'.

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