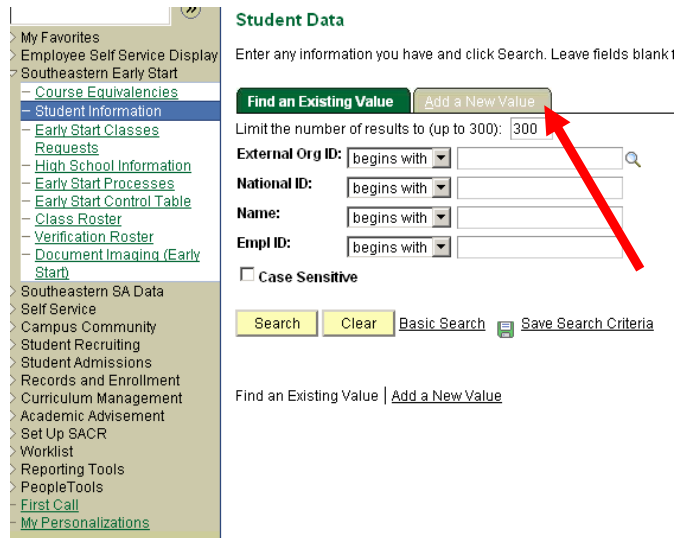


Entering a New Student Into the Dual Enrollment Registration System

1. Log into the Dual Enrollment Registration System. If you are unsure how to do this, please see the “Logging Into the Dual Enrollment Registration System” document.
2. Click on “Southeastern Dual Enrollment” on the left menu and then “Student Information” under that. You will be presented with the following:



Student Data
Enter any information you have and click Search. Leave fields blank if

Find an Existing Value | **Add a New Value**

Limit the number of results to (up to 300):

External Org ID:

National ID:

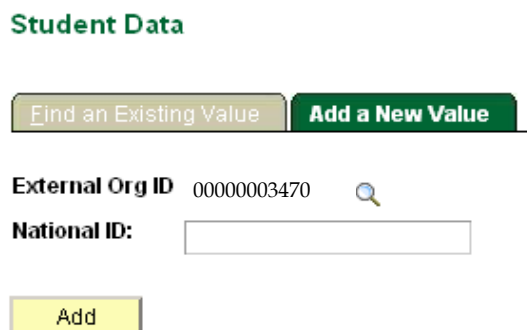
Name:

Empl ID:

Case Sensitive

Find an Existing Value | [Add a New Value](#)

3. Since the student you are entering information for is not in the system, click on the “Add a New Value” tab (see arrow above). The screen will change to this:



Student Data

Find an Existing Value | **Add a New Value**

External Org ID

National ID:

Notice that the “External Org ID” is populated. The system will insert the ID of your school based on your login ID. (If you are the coordinator or facilitator for multiple schools, please see “Updating Student Information” document for directions to change the external org ID.)

4. Enter the SSN (no dashes) in the “National ID” box and click “Add”. This will bring you to the Student Data page.
5. Complete the page and then click “Save”. Fields with an * before them are required and you CANNOT save until the fields have been populated. You also CANNOT save a partial page—all required fields must be populated prior to saving.

6. To add another student, click on “Add” in the bottom right corner (**AFTER YOU CLICK SAVE**). You will be taken back to the screen where you enter the new student’s SSN.

7. A copy of the “Student Data” page is below.

- My Favorites
- Employee Self Service Display
- Southeastern Early Start
 - Course Equivalencies
 - Student Information
 - Early Start Classes Requests
 - High School Information
 - Early Start Processes
 - Early Start Control Table
 - Class Roster
 - Verification Roster
 - Document Imaging (Early Start)
- Southeastern SA Data
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Academic Advisement
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
 - First Call
 - My Personalizations

Student Data
Classes

High School 0000003117 West St. John High School

'SSN W# Data Moved to PS No

'Last Name 'First Name Middle Name

Other Names Used Name

'Gender 'Date of Birth

Student Address

Country USA

'Street

Street 2

'City 'State LA 'Zip

'Parish

Telephone

Cell Phone

Email

In case of emergency, notify: Last Name/First Name Relationship

(Area Code) Phone Number

United States Citizen? Yes No If not, country of citizenship:

Ethnicity/Race. Choose one or more of the following:

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Foreign or Non-Resident Alien	<input type="checkbox"/> White (Non-Hispanic)
<input type="checkbox"/> Asian	<input type="checkbox"/> Hawaiian or Pacific Islander	<input type="checkbox"/> Two or More Races
<input type="checkbox"/> Black (Non-Hispanic)	<input type="checkbox"/> Hispanic of Any Race	<input type="checkbox"/> Race or Ethnicity Unknown

Plan/ACT/SAT Scores

'Composite Score Type 'Score

'English Score Type 'Score

'Math Score Type 'Score

'Graduation Date

Current Grade Level

9th Grade

10th Grade

11th Grade

12th Grade

Student previously participated in the Dual Enrollment Program.

Added

By

Last Updated By

Save
Notify
Add
Update/Display

Student Data | Classes