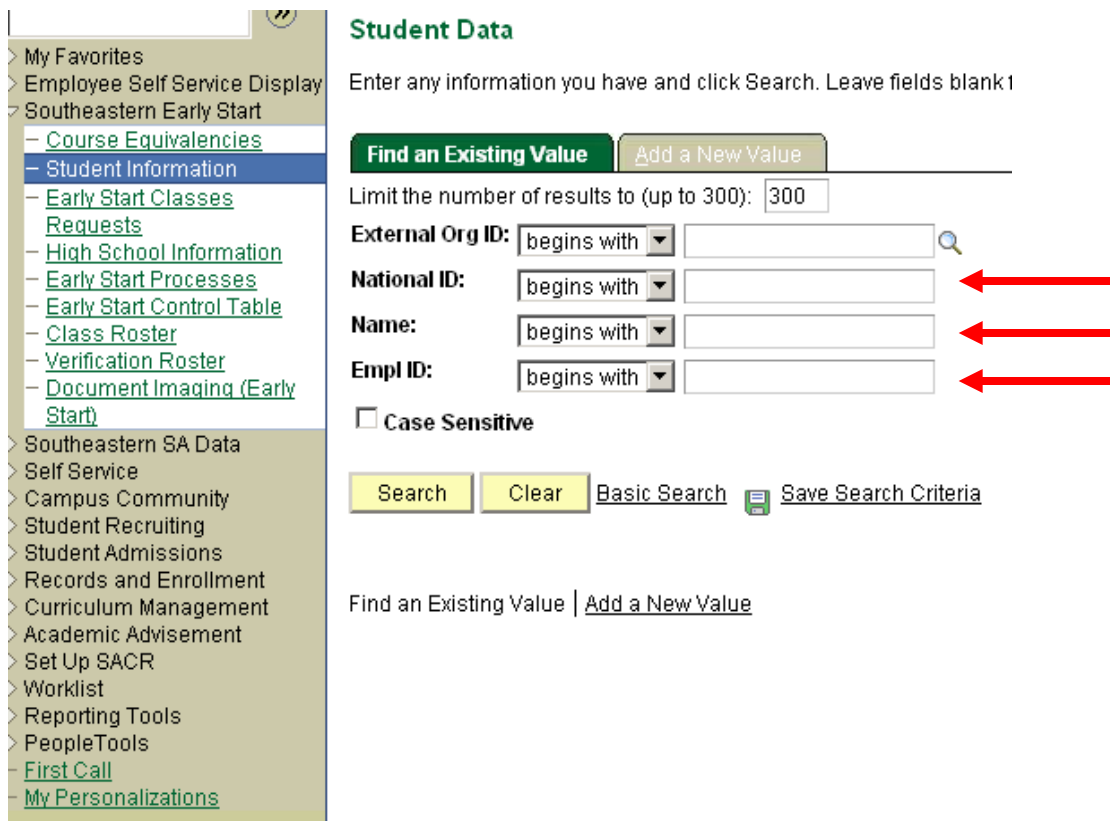


UPDATING STUDENT INFORMATION IN THE DUAL ENROLLMENT REGISTRATION SYSTEM

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” from the left menu and then “Student Information” under that. You will be presented with a “search” screen. If you are the coordinator or facilitator for a single school, the “External Org ID” will be populated with your school’s ID. If you are the coordinator or facilitator for multiple schools, please see the next page.
3. To find an existing student in the system simply type in their SSN in the “National ID” box or their W number (no W) in the “Empl ID” box or last name in “Name box” and click “Search”.



Student Data

Enter any information you have and click Search. Leave fields blank!

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

[Basic Search](#)

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

4. Once you have updated the data, click “Save” at the bottom of the screen otherwise your data will be lost. (Note that some fields are required and you may get a warning while trying to save. The required fields will become red upon clicking “Save” and you must enter the requested data in order to save successfully.)
5. If you would like to update another student, simply click “Return to Search” at the bottom of the screen or you may click “Student Information” in the menu on the left.

If you are the coordinator or facilitator for multiple schools, you will need to use the following information to select the school you want to work with.


1. First, you must look up the “External Org ID” for your school. Once you get to the search menu, click the magnifying glass to the right of “External Org ID”. You will see the following popup:

Student Data

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

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

[Basic Search](#)



2. Click the magnifying glass and a list of schools that you are working with will be listed.

Look Up External Org ID

ID:

External Org ID:

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

External Org ID	Description
00000003007	Family Christian Academy
00000003090	St Paul's School
00000003179	Hahnville High School
00000003470	Ponchatoula High School
00000003499	St Amant High School

3. Simply select the school you would like to work in and continue as normal.