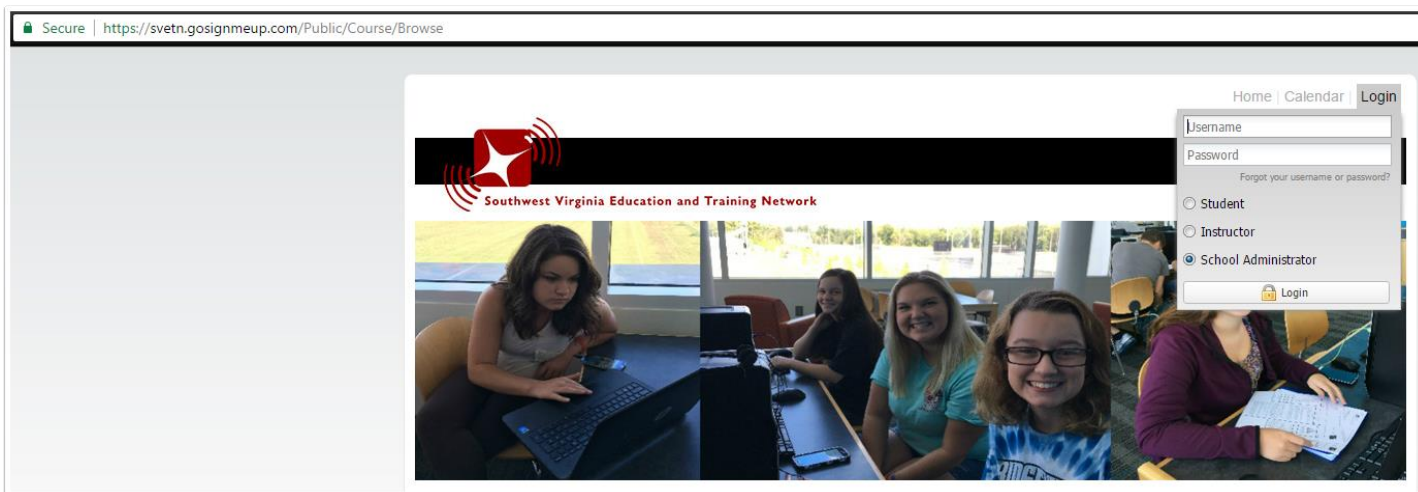


SVETN School Administrators: How to Edit a Student Record

If you need to edit a student record (change email address, name, date of birth, phone number, etc.) you may make changes within the enrollment system.


Step 1: Go to <https://svetn.gosignmeup.com> to log in to your School Administrator Account using your provided credentials. *NOTE: You may click the “Forgot your username or password?” link if you need to recover/reset your credentials.*



Step 2: Once logged in, find the name of the student for which you need to make an edit. Click the dropdown box beside the student’s name under the “Actions” column. Next, click on “Edit” as indicated in the screenshot below.

Welcome Test SchoolAdmin School Administrator Dashboard

Identity



Username: sa_test
Password: *****

Student List

Search Export to Excel


Page 1 of 1 Hide Inactive:

First Name	Last Name	Email	UserName	Enrolled	Complete	Inactive	Waiting	Actions
Test	Student	student...	stu_test	4	1	No	0	select...
Test	Student2	student...	stu_test2	2	1	No	0	Enroll
test	Student3	student...	stu_test3	3	1	No	0	Edit
Test	Student5	Student...	Stu_test5	1	0	No	0	Email this Student
Test	Student6	student...	stu_test6	2	0	No	0	Transcript

Step 3: On the next screen, make any desired edits to the student's record. Be sure to click the save icon (floppy disk image) in the top right corner of each section when you are done making edits to that section.

Welcome Test SchoolAdmin

Please enter information required.


Student Information 


First Name * :


Middle * :


Last Name * :


Suffix:

Date of Birth * : 

Gender * : 

Ethnicity: 


Graduation Year * : 

Grade Level * : 

E-mail Address * :

Confirm E-mail Address * :


Username: (Your email address will be your username)

Student Contact Details 

Student phone:

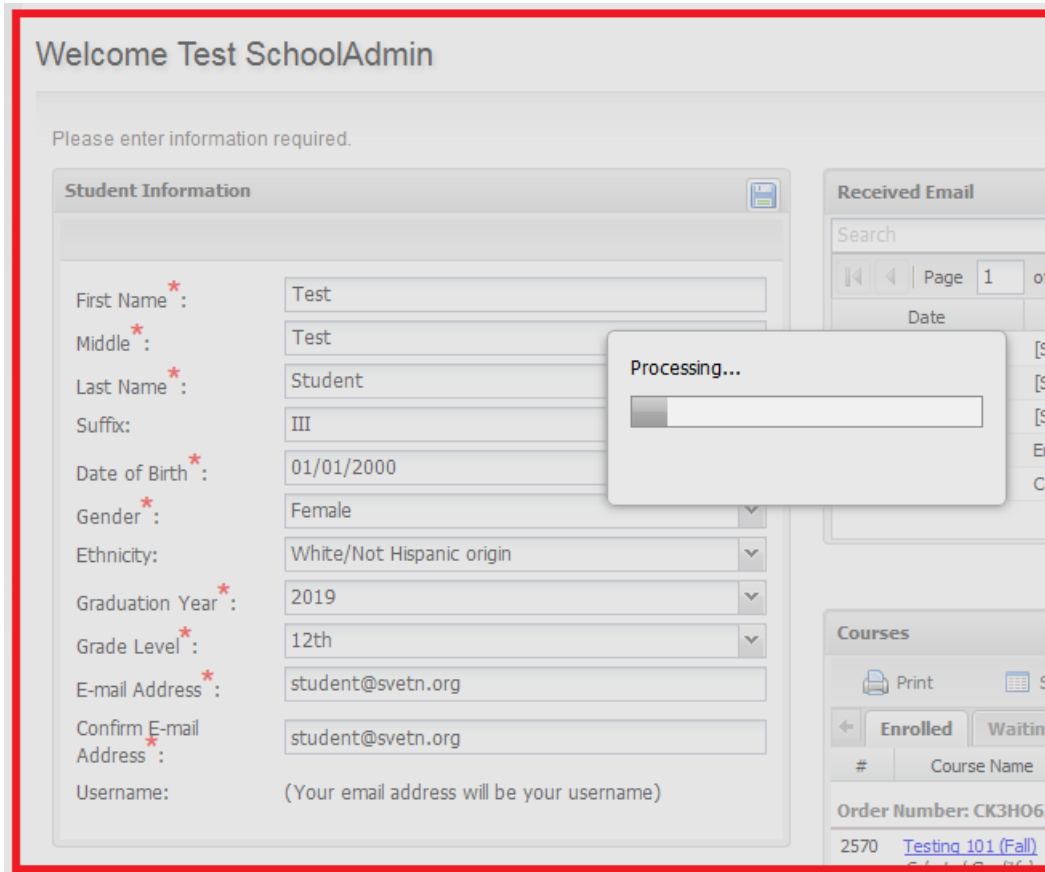
Mailing Address:

City:

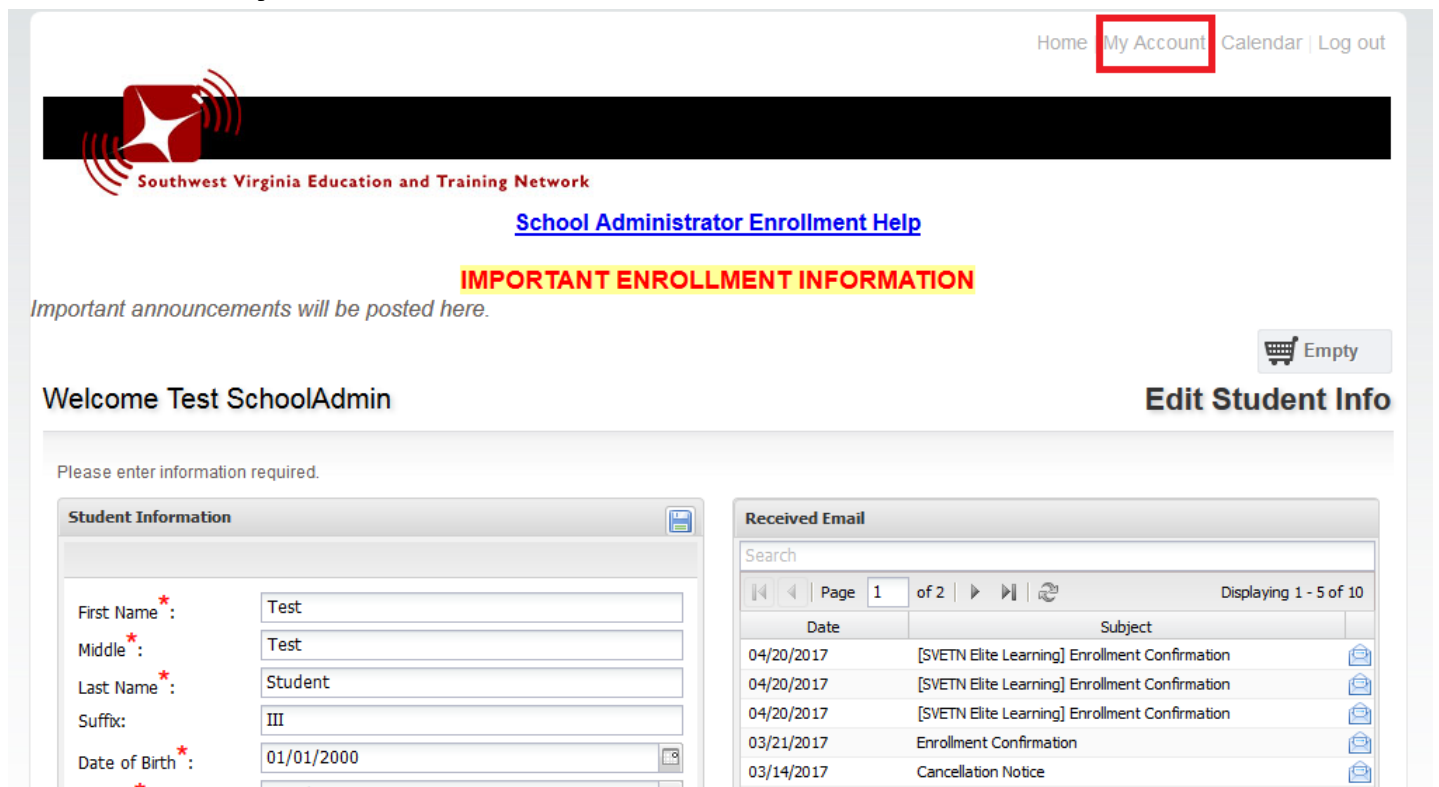
State: 

Zip:

Step 4: A “Processing” box will pop up (see image below for example) and then disappear after your changes are saved.



Step 5: Click the “My Account” link in the top right corner of the screen to return to your dashboard.



Congratulations! You have successfully edited a student record!

Questions/Issues?

Open a trouble ticket at <http://support.svetn.org>