



Maintaining Students from the Students Tab

1. Select the **Students** tab. A list of all students for your school or district will appear.

Sel	Mail	Edit	View	Id	Name	Organization	Student Type	Status	Enrs.
<input type="checkbox"/>								ACTIVE	
<input type="checkbox"/>				806	Aames, Willie1	Cheers Academy of History	Part-Time	ACTIVE	2
<input type="checkbox"/>				426	Aardema, Verna	Caldecott Writing Program	Part-Time	ACTIVE	2
<input type="checkbox"/>				111	Abbott, Eugene Joseph	3rd Class Passengers	Part-Time	ACTIVE	1
<input type="checkbox"/>				764	Abbott, Hannah	Hogwarts School for the Gifted	Part-Time	ACTIVE	3
<input type="checkbox"/>				64	Abdel, de ARmas	ABC Tennessee School	Part-Time	ACTIVE	1

2. Locate the name of the student you wish to edit. You can search for individual students using the filter at the top of the name column.

Sel	Mail	Edit	View	Id	Name	Organization	Student Type	Status	Enrs.
<input type="checkbox"/>				41	Chanel, Coco	Demo STEM program	Part-Time	ACTIVE	4

3. Next, select the pencil icon to the left of the student's name to edit the student.



4. Choose the fields of information you would like to edit. Select **Save** to keep changes.

Edit Student Chanel, Coco

Save **Cancel**

Student User Account Information

Account Status: Active
 User Name: CC123 Password: Try123! [LMS Credentials](#)
Send Maestro Credentials

Student Definition

Id: 41 Created on: 2/24/2017 2:43:39 PM; Last updated on: 5/18/2017 3:59:40 PM
 Student Status: ACTIVE Student Code:

Student Personal Information

First Name: Coco Middle Name:
 Last Name: Chanel Suffix:

5. A success grid appears at the top of the screen with a green check to signify the changes have been made.

Edit Student Chanel, Coco

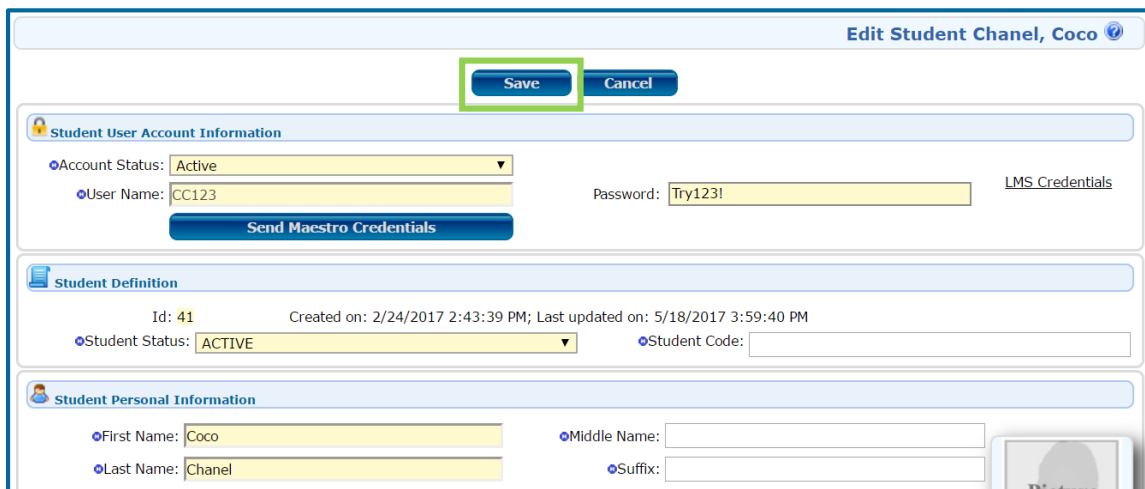
Reference	Object	Operation	Additional Information
9234	Student History	Insert	Name: Chanel, Coco. Status: ACTIVE.
41	User Account	Update	Chanel, Coco
41	User Account Extension	Update	Chanel, Coco
42	Association Guardian To User Account	Update	
42	User Account	Update	Pedia, Encyclo

Maintaining Individual Student from Student Home Page

1. From the individual student's home page select the **Edit Student** button.



2. Choose the fields of information you would like to edit. Select **Save** to keep changes.



3. A success grid appears at the top of the screen with a green check to signify the changes have been made.

Reference	Object	Operation	Additional Information
9234	Student History	Insert	Name: Chanel, Coco. Status: ACTIVE.
41	User Account	Update	Chanel, Coco
41	User Account Extension	Update	Chanel, Coco
42	Association Guardian To User Account	Update	
42	User Account	Update	Pedia, Encyclo