


Register/Unregister a Student

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You can register a student to add him or her to your currently selected test administration.

Pearson recommends that you register a student at the same time that you **Create a Student Record**. If the student record was previously created, you must select **by Ignoring** to find unregistered student records. 

You can only unregister a student from a test administration when the:

- Student test is in **Ready Status**
- Student test is in session with the status of **Not Prepared**

Prerequisites


Student registration occurs after a student is enrolled in an organization.


You must remove all tests tied to that student record before you register the student.





Step-by-Step

You can choose to read or watch the instructions below.



(Click  to view image)

If you have access to more than one administration, select the administration to which you want to register/unregister the student. 

1. From **Setup**, go to **Students**. 
2. Select the task **Register Students**, and click **Start**. 
3. Click **Registered**, and if applicable, select the necessary information. 
1. To unregister a student, deselect the Registered checkbox.
4. Click **Save**. 



What's Next?

▼ After registration, you can...

Assign students to paper or online tests, assign accommodations, place them in a session, and enable them to test.



Required steps vary by program.

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