Register/Unregister a Student

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.
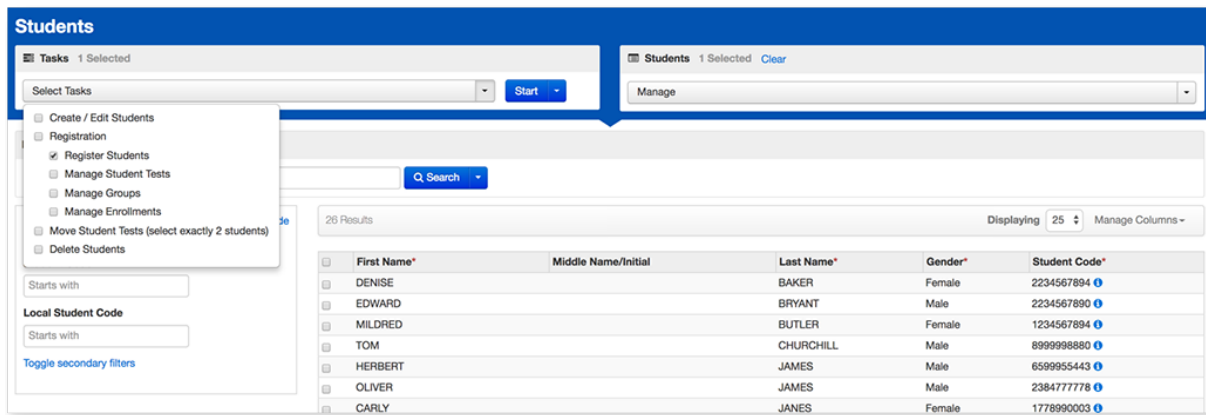
Step-by-Step

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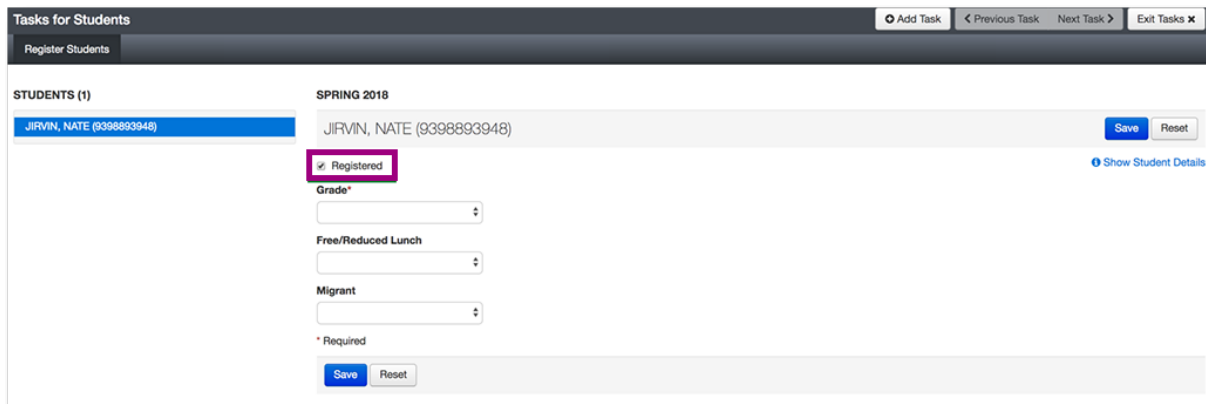

1. From **Setup**, go to **Students.**
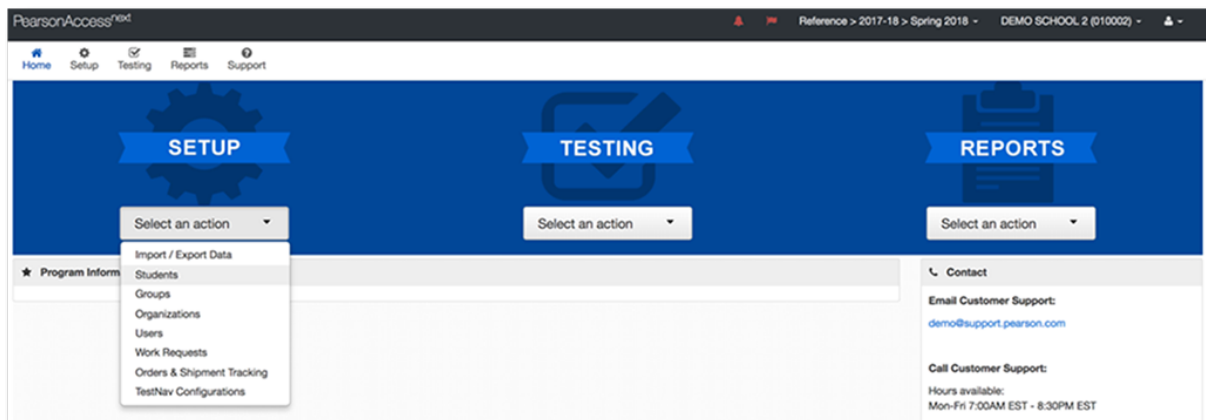
2. Select the task **Register Students,** and click **Start.**

3. Click **Registered**, and if applicable, select the necessary information.

   a. To unregister a student, deselect the Registered checkbox.

4. Click **Save**.

Video

What's Next?

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

ℹ️ *Required steps vary by program.*