# Edit a Session

You can edit a session to update session details including session name, password, form group type, start date, etc. Available details vary by program, role permissions, and the **session status**.
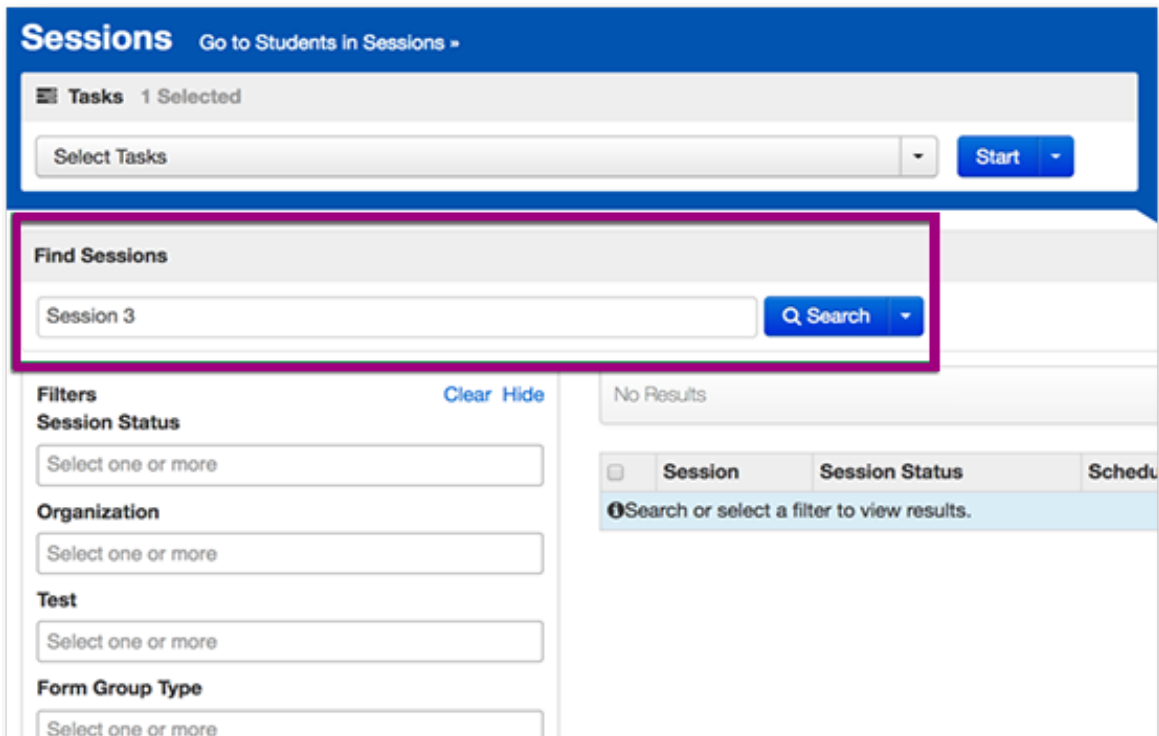
Some programs can create a session through a student registration **import**. Refer to your administrator to check whether you have this option.

Step-by-Step

1. From **Testing,** select **Sessions.**
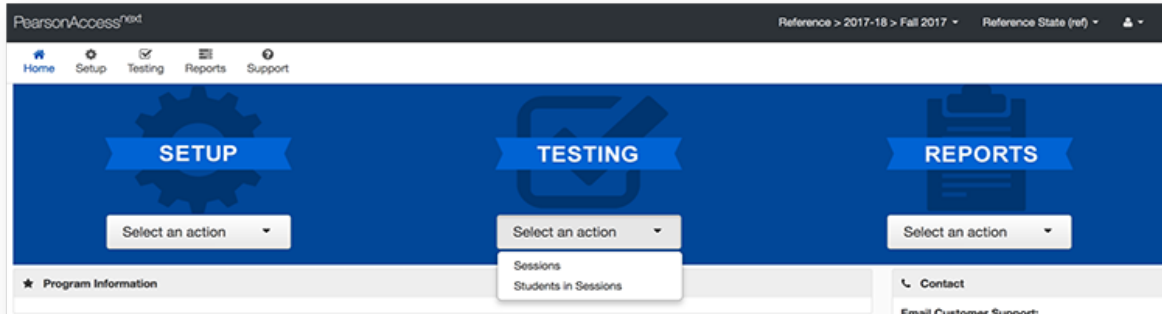
2. Type the session name into the search field, and click **Search.**

3. Click the checkbox next to the session.

4. Click **Select Tasks,** select **Create / Edit Sessions**, and click **Start**.

5. Select the session.

6. Type/select the session information to update.

7. Click **Save**.

Effects

The update does not carry over to the student registration file.

If you need to re-import a student registration file, you must, *first*, open the file and update the session name. Then, reimport it. Otherwise, the system will not move the student tests to the new session.

What's Next? (Optional)

- Download test tickets and seal codes to distribute before test sessions begin.
  Test tickets contain student sign-in credentials for TestNav. Seal codes control student access to each test section.
- Control and manage the online testing process.