

# Update Student Registration

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Search

You can update the test administration tied to a student record.

## Prerequisites

You must remove all tests tied to that student record before you register the student. You cannot unregister a student if tests are assigned.

## Step-by-Step


You can choose to read or watch the instructions below.










## Read It

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(Click  to view image)

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

1. From **Setup**, select **Students**. 
2. Type the student name into the search field, and click **Search**.  *If the student record was previously created, you must select **by Ignoring** to view the unregistered student registrations.* 
3. Click the checkbox next to the student. 
4. Click **Select Tasks**, select **Register Students**, and click **Start**. 
5. Select the information to update the registration. 
  1. To remove a student from the selected administration, deselect Register under the student's name.
6. Click **Save**. 




## Watch It

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### 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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