

Update Student Registration

On this page

[General Information](#) [Prerequisites](#) [Instructions](#) [What's Next?](#)

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

(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

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.*

[Back to the top](#)