

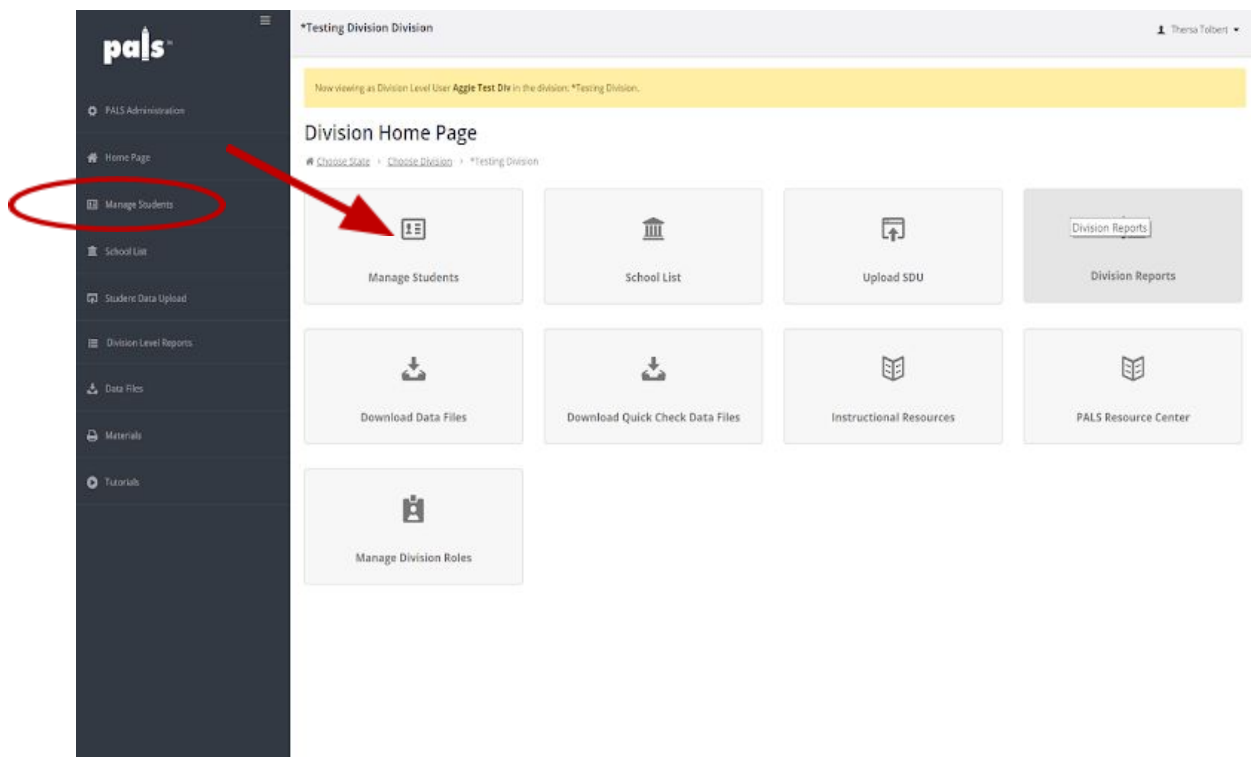
Update Student Identification Number Manually in the PALS Online System

This PALS online function can only be performed by division level PALS users.

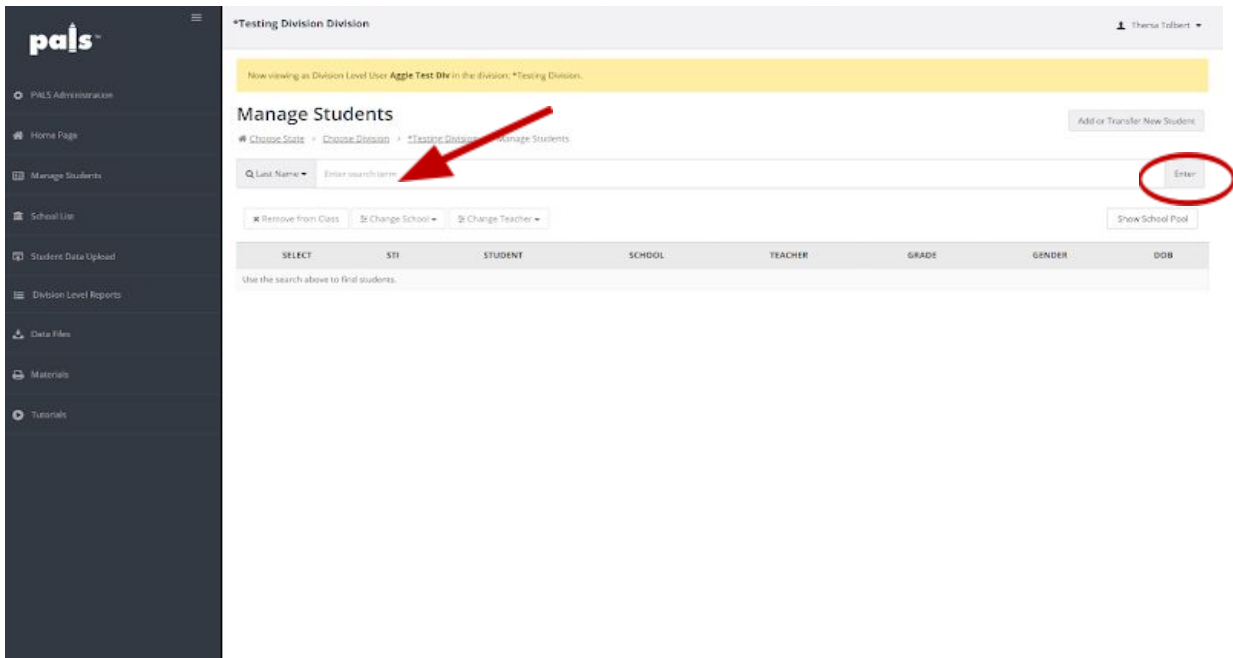
PLEASE NOTE: EACH STUDENT MUST BE ASSIGNED ONE NUMBER THAT IS UNIQUE TO THAT STUDENT WITHIN YOUR DISTRICT.

- Using a different number for the same student will create duplicate records.
- Using the same number as an existing student is prohibited and will prompt an error message.
- If the use of PALS is organized by your state or district, consult with your district administrator to learn whether there are any local or state policies regarding which number to use.

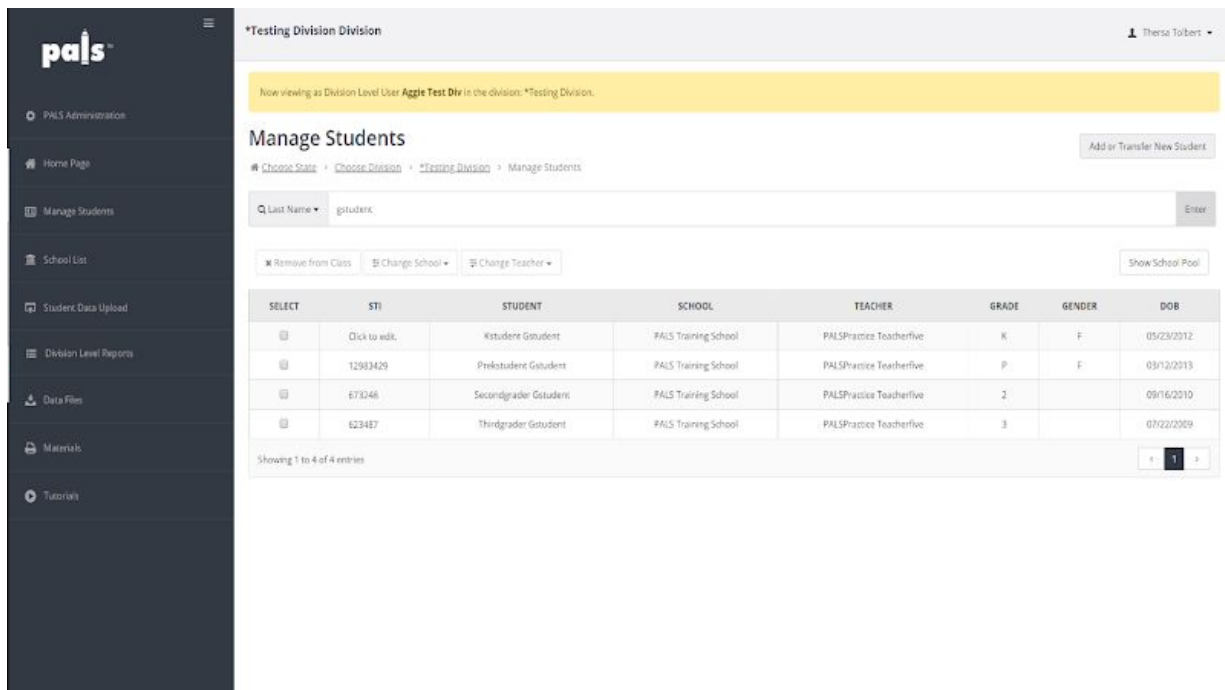
Step 1: Log in to your PALS account at www.palsk8.com. From the Division Home Page, select the “Manage Students” tab.



Step 2: Type the appropriate student's last name in the Manage Student search field and select "Enter" to search for your student.



Step 3: Once your student appears below in the search results, click directly on the student's STI number.



Step 4: Enter the updated unique student identification number.

The screenshot shows the PALS 'Manage Students' interface. A search bar contains 'gstudent'. Below it, a table lists four students. The first student's STI, '898911223', is highlighted with a red circle. The table columns are: SELECT, STI, STUDENT, SCHOOL, TEACHER, GRADE, GENDER, and DOB.

SELECT	STI	STUDENT	SCHOOL	TEACHER	GRADE	GENDER	DOB
<input type="checkbox"/>	898911223	Kstudent Gstudent	PALS Training School	PALSPpractice Teacherfive	K	F	05/23/2012
<input type="checkbox"/>	12983429	Prekstudent Gstudent	PALS Training School	PALSPpractice Teacherfive	P	F	03/12/2013
<input type="checkbox"/>	673248	Secorndgrader Gstudent	PALS Training School	PALSPpractice Teacherfive	2		09/16/2010
<input type="checkbox"/>	623487	Thirdgrader Gstudent	PALS Training School	PALSPpractice Teacherfive	3		07/22/2009

Step 5: Once the updated student identification number has been typed, hit *Enter* on your keyboard. If the student identification number was successfully updated, you will receive the message below. If you receive an error message, your STI already exists and an unique STI will need to be created to complete the updating process.

The screenshot shows the same PALS 'Manage Students' interface as in Step 4. A success message dialog box is overlaid in the center, featuring a green checkmark icon and the text: 'Success! The student's STI has been updated.' with an 'OK' button.