

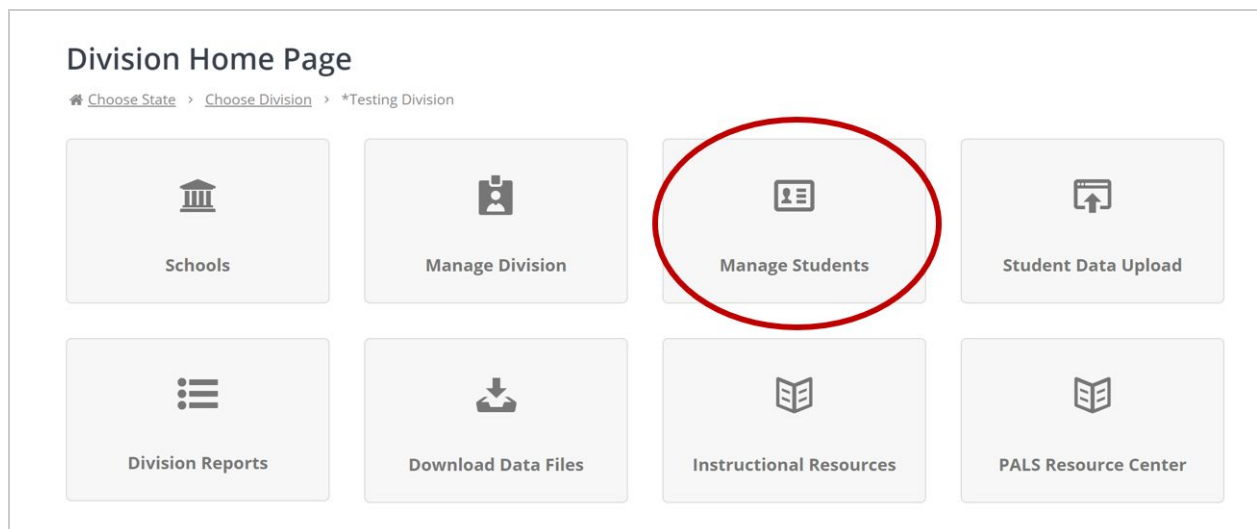
Updating a Student Identification Number Manually in the PALS Online System

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

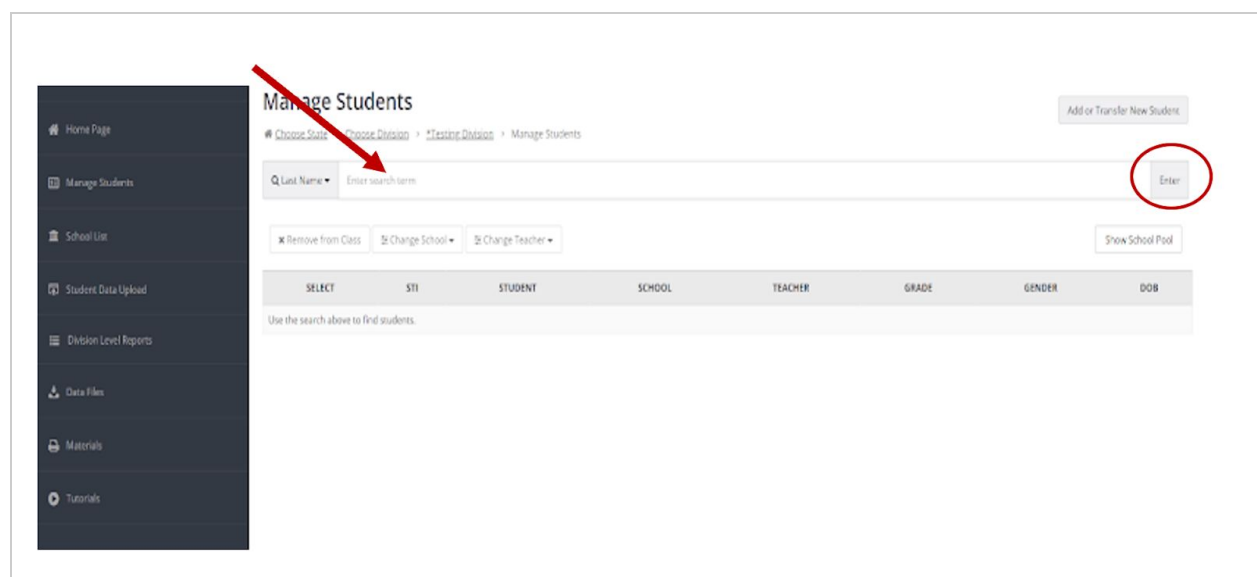
PLEASE NOTE: EACH STUDENT MUST BE ASSIGNED ONE NUMBER THAT IS UNIQUE TO THAT STUDENT WITHIN YOUR DISTRICT.

- 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” tile.



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.

The screenshot shows the 'Manage Students' interface. On the left is a dark sidebar with navigation options: Home Page, Manage Students, School List, Student Data Upload, Division Level Reports, Data Files, Materials, and Tutorials. The main content area has a breadcrumb trail: Choose State > Choose Division > Testing Division > Manage Students. Below the breadcrumb is a search bar with 'Last Name' dropdown and 'gstuderk' entered. There are buttons for 'Remove from Class', 'Change School', and 'Change Teacher', and a 'Show School Pool' button. A table with 8 columns (SELECT, STI, STUDENT, SCHOOL, TEACHER, GRADE, GENDER, DOB) displays 4 rows of student data. The first row's STI number '998911223' is circled in red. The table footer shows 'Showing 1 to 4 of 4 entries' and a page number '1'.

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

Step 4: Enter the updated unique student identification number.

This screenshot is identical to the previous one, but the STI number '998911223' in the first row of the table is highlighted with a red circle, indicating the step where the user should enter the updated unique student identification number.

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 you will need to return to step 4 and create a unique STI for your student.

