#### SSID (SLF) Agent Training

Component of the SIF Project in Utah Michael Ingols, 03/08/2012



### Agenda

Objectives
How to obtain an SSID
Synchronize databases
New Year Rollover
Manual process for SSIDs
Misc

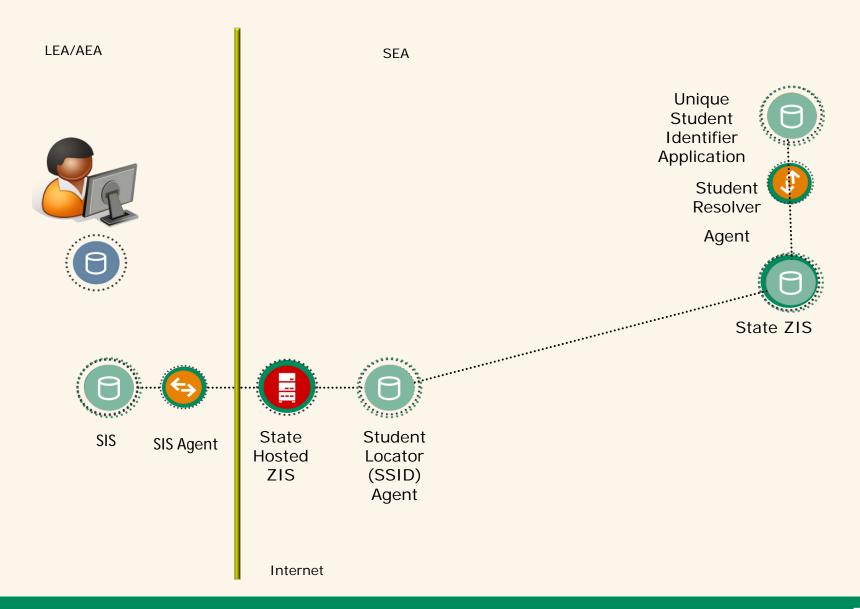


#### **Objectives**

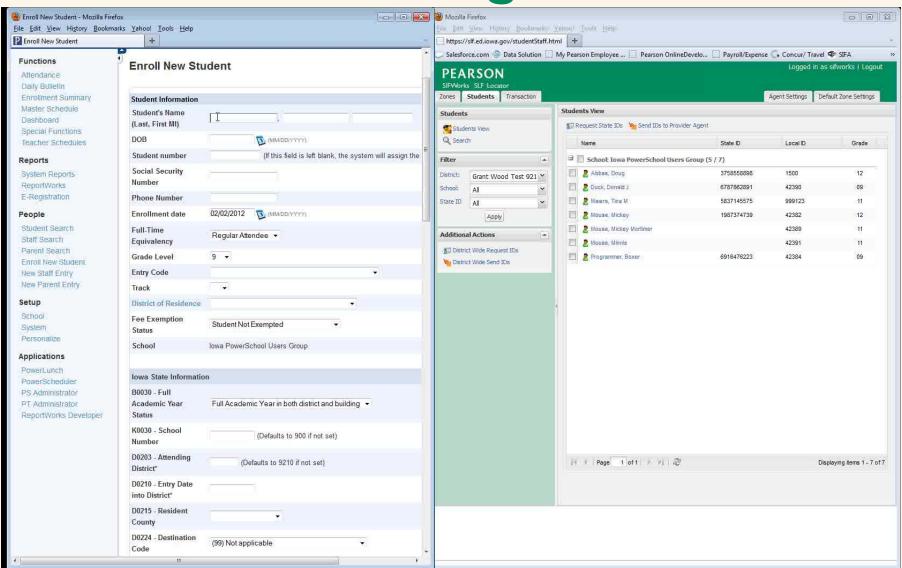
Understand Process for Obtaining SSIDs
Understand How to Access Console
Understand Agent Settings
Understand How to Add an LEA
Understand New Year Rollover process
Understand the Manual Process



#### **Student Locator or SSID**



#### Process of obtaining a SSID



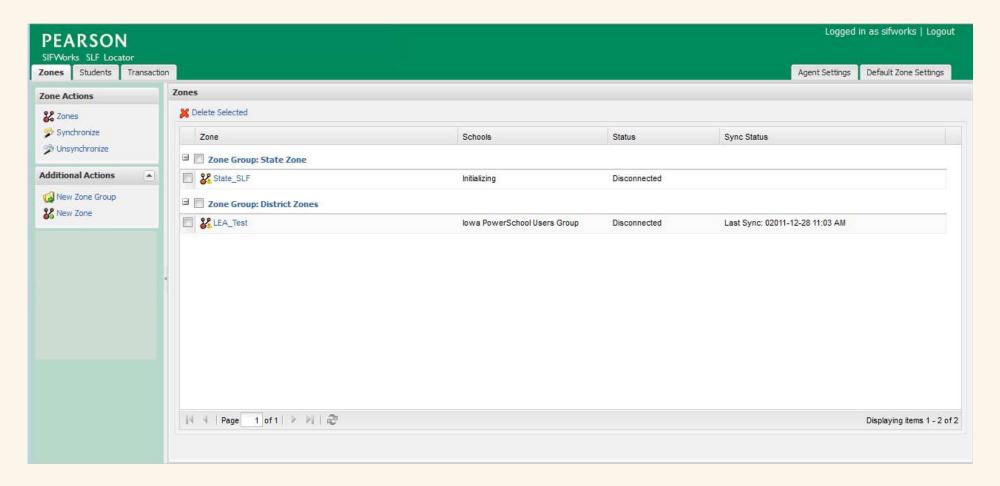


## **Accessing Console**

Access the Console via UTREx

# **Home Page of Console**

Action Tabs Setting Tabs





#### Manually Obtain an SSID

Click on Student Tab
Use the Filter section to view students who do not have State IDs
Determine why no SSID
Select student(s) for whom you want to obtain an SSID
Click Request State IDs
Confirm

See Manually Obtain SSIDs Checklist



#### **New Year Rollover**

Verify the upcoming School Year is correct in SLF If Correct, select Unsynchronize Select your Zone Click Unsychronize **Follow Directions until Finished Click Sychronize** Click Start new Sychronize **Click Next Select your Zone Follow Directions until Finished** Manually Obtain SSIDs

See SLF New School Year Rollover for LEAs Checklist



## Wrap Up

Obtaining SSIDs
Access Console
Manual Process for SSIDs
New Year Rollover



#### **Questions?**

# Thank you