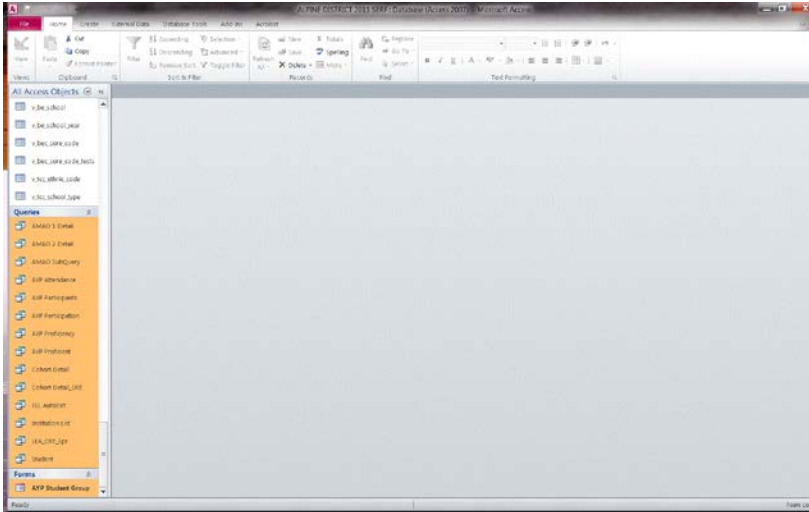
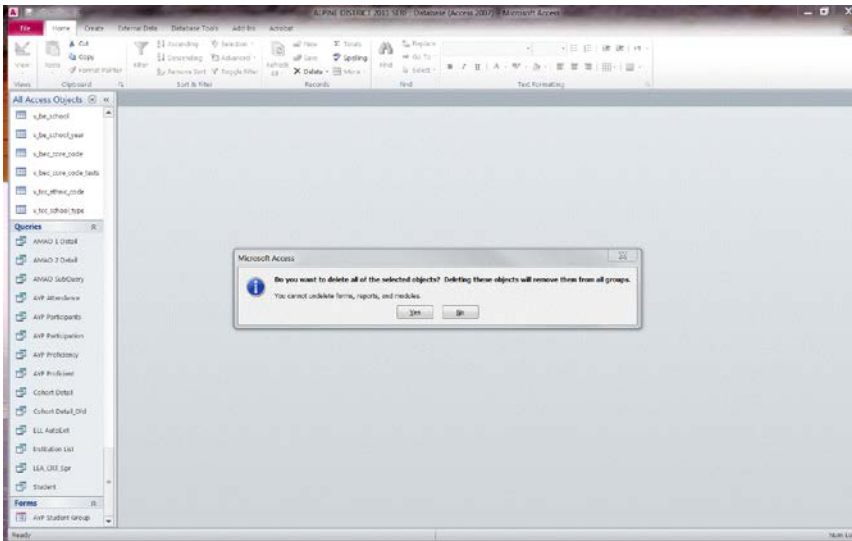


SERF Update Instructions

- 1) Open current SERF– if currently open be sure to close any queries or forms before starting the update process.
- 2) Highlight all Queries and the AYP Student Form

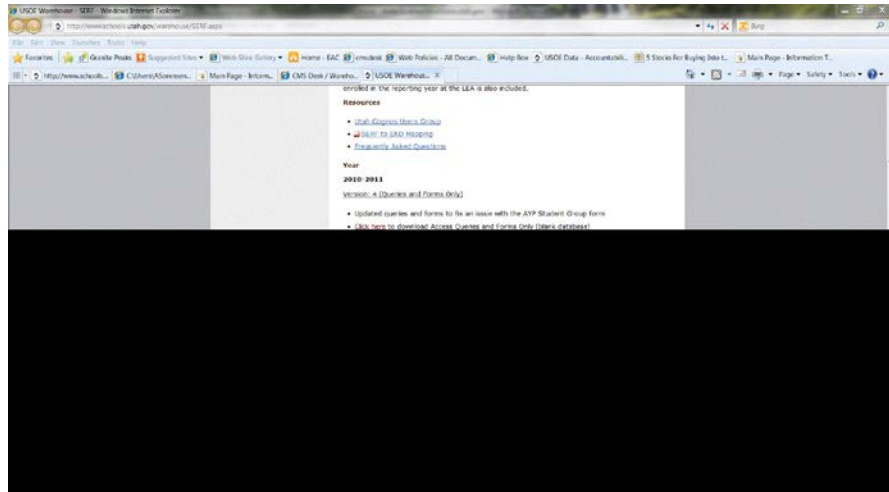


- a. Select Delete – this will delete all queries and the AYP Student Form
- 3) When Microsoft Message displays asking if you want to delete the items, select yes.

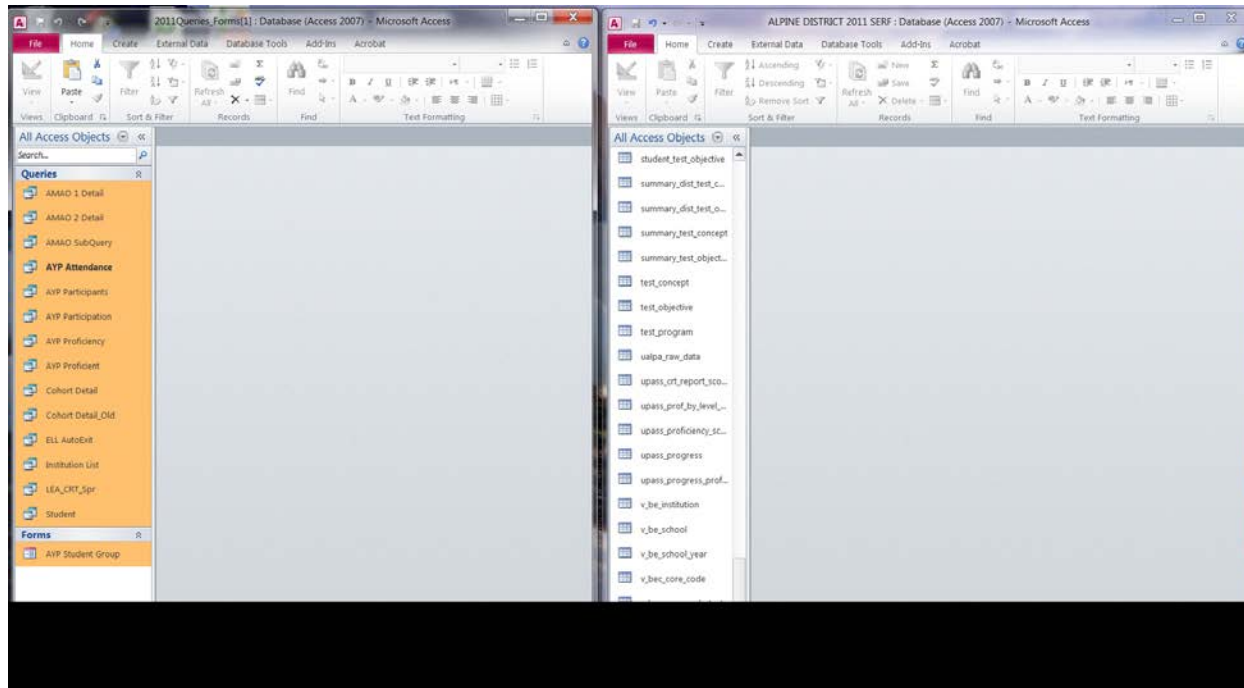


- 4) The SERF will now be displayed without the Queries and the AYP Student Form.
- 5) Go to <http://www.schools.utah.gov/warehouse/SERF.aspx>

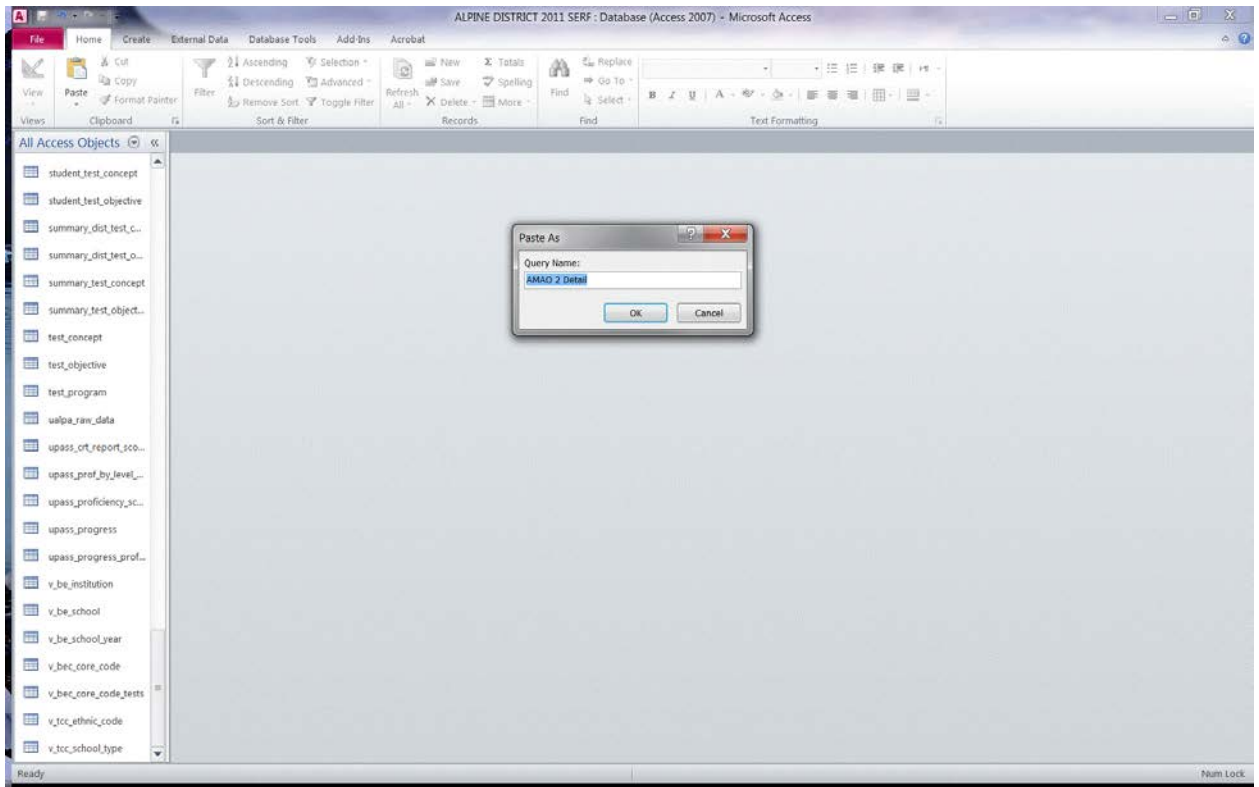
- a. Click on [Click Here](#)



- 6) A blank SERF (database) will open.
7) Highlight all Queries and the AYP Student Form
8) Right mouse click on highlighted list
- Select Copy
 - Navigate to your district's SERF
 - Click on "Paste" in Toolbar
 - Click on "Paste" on dropdown menu



9) When “Paste As” message displays click on OK button. This will display for each item.



10) The SERF update is complete. You should be able to open all Queries and the AYP Student Form.