



## Editing/Updating Student Records in PAsecureID

### Follow these steps to edit an individual student record:

From the PAsecureID home page; locate the Main Menu at the top left of the page:

- Click the Enter Online link under ASSIGN from the Main Menu; a screen with blank fields will be displayed.
- Populate each field with the correct information.
- At the last field (PAsecureID) make sure to enter the student's existing PAsecureID; failure to do so will result in a new record being created.
- Click on Assign PAsecureID. This may result in a near match alert.
- Resolve the near match. Near matches cannot be ignored; please make sure to resolve each near match. Please reference the "*Resolving Near Matches*" document found on the PAsecureID web page located at [www.education.pa.gov](http://www.education.pa.gov) > **Teachers & Administrators > PAsecureID** for instructions.
  - Return to the home page and click on the Student link under SEARCH from the Main Menu to verify all desired changes have been made. (This step is optional, not imperative.) Click on the ID Search tab at the top of the page.
  - Enter the student's PAsecureID and check his/her record to make sure the intended changes are recorded.

### Follow these steps to edit a batch file of student records:

From the PAsecureID home page:

- Create a batch file, with the correct information, making sure to include the students' existing PAsecureID numbers; failure to do so will result in a new record being created.
- Click on the Upload File link under ASSIGN from the Main Menu.
- Upload the batch file into PAsecureID.
- Validate the data when prompted.
- Click on Assign PAsecureID when prompted.
- If desired, download file when prompted.



## FAQs

### How do I know if a student already has a PAsecureID number?

- If the student has attended a Pennsylvania LEA that reports into PIMS, request the ID from the sending institution. Conversely, if a student transfers from your LEA to another LEA within the state, feel free to include the student's PAsecureID with his/her permanent file.
- If the student is entering kindergarten, and has previously attended a pre-K or other program under the Office of Child Development and Early Learning (OCDEL), he/she will have been assigned a PAsecureID number. In many instances these records report erroneous information (ex. birth date, spelling of name), so every effort should be made to determine what ID has been assigned to the student.
- Students coming from parochial school or from a homeschooling may have a PAsecureID number if they attended a Pennsylvania LEA that reports into PIMS previous to their private school experience. Every effort should be made to determine if they exist in PAsecureID.
- Students coming from out of state may have a PAsecureID number if they attended a Pennsylvania LEA that reports into PIMS previous to their moving out of state. Every effort should be made to determine if they exist in PAsecureID.

### How do I search for a student that I think may exist in PAsecureID?

- On the PAsecureID home page, select the Student link under SEARCH from the Main Menu on the top left. There are three options.
  1. Basic Search: this option allows searching for a student by use of just the first and last names. Note: partial information can be entered in each field, so that a search for a student named Joseph Milner could be conducted by entering "Jo" in the First Name field, and "Mil" in the Last Name field. However, be aware that less information entered yields the greatest number of results (ex., "Jo" could return records belonging to Jo, Joe, Joan, Joanne, Joseph, Josephine, etc.) The date fields on this screen are optional.
  2. Advanced Search: this option allows searching for a student by use of every field within PAsecureID, but again, only the first and last name fields are required; all other fields are optional. As in conducting a Basic Search, partial information can be entered in each field.
  3. ID Search: this option only requires one field to be filled ("ID"). Use this field to verify student information when the PAsecureID is available.



**What if two (or more) PAsecureID records exist and I am not sure if any or all of them represent my student?**

- Compare the information on the student's birth certificate or other legal document with the information being reported on the record in PAsecureID.
- Consider what LEA last reported the student; is this where the student came from? This is not what you want to base your decision on but can be a secondary source of verification.
- If the student is transferring from another LEA that reports into PIMS, contact that LEA and compare parents'/guardians' names or other pertinent information.

**How do I create a batch file?**

- To create a batch file, access the help document "*Creating a Student Batch File*" on the PAsecureID web page located at: [www.education.pa.gov](http://www.education.pa.gov) > **Teachers & Administrators > PAsecureID**