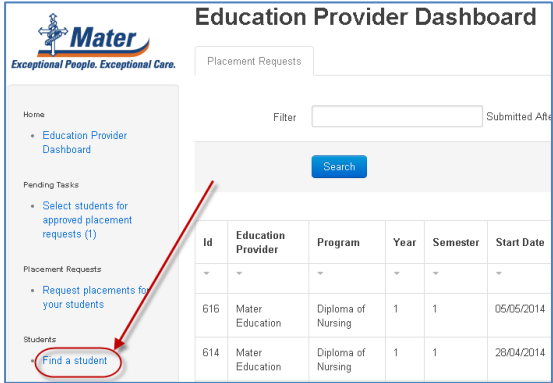
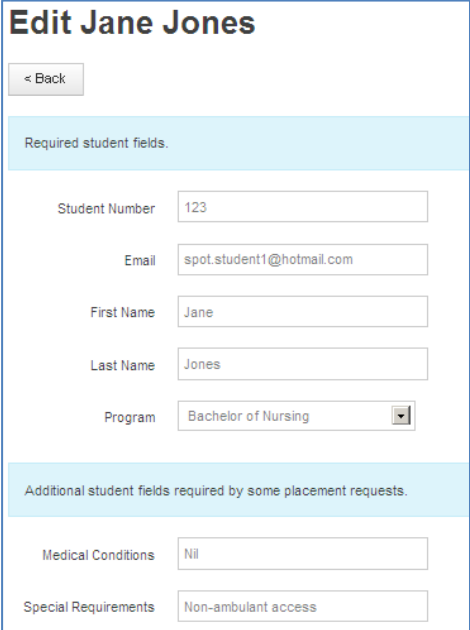


EPRef-08 – Education Provider Reference Sheet – Editing Student Details.

Steps	Action	What it looks like
1.	<p>To edit a <u>single</u> student's details, navigate to the Students page via the Find a student link on the side bar.</p> <p>See <i>EPRef-06</i> for more details on the <i>Find a Student</i> function.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' for Mater. On the left sidebar, under the 'Students' section, the 'Find a student' link is circled in red. A red arrow points from this link to the 'Students' table on the right, which lists two students with their IDs, education providers, programs, and start dates.</p>
2.	<p>Click the Edit button in the top right of the Details tab.</p> <p>This navigates to the Edit Student page.</p>	 <p>The screenshot shows the 'Jane Jones' student details page. At the top right, above the 'Documents' tab, there is an 'edit' button circled in red. A red arrow points from this button to the 'Edit Jane Jones' page shown in the next step.</p>
3.	<p>The Edit Student screen has 2 sections.</p> <p>The Required student fields section contains the necessary details for the student's profile.</p> <p>The Additional student fields... section contains additional details that may be requested by the Placement Provider.</p> <p>All fields can be edited by entering a new value and clicking the Save button at the bottom of the page.</p>	 <p>The screenshot shows the 'Edit Jane Jones' page. It has a '< Back' button at the top left. Below it is a section titled 'Required student fields.' containing input fields for Student Number (123), Email (spot.student1@hotmail.com), First Name (Jane), Last Name (Jones), and a dropdown menu for Program (Bachelor of Nursing). Below this is another section titled 'Additional student fields required by some placement requests.' containing input fields for Medical Conditions (Nil) and Special Requirements (Non-ambulant access).</p>
4.	<p>To edit a <u>group</u> of student's details excluding their email address, follow the same process as uploading them to SPOT for the first time. To do this, follow the EPRef-05 – Uploading Student Details reference sheet.</p> <p>Note: Student emails are their username and unique system identifier and as such can only be edited via the student's individual page.</p>	