

Editing Student Records in Student Conferences Registration Databases

- Log back in using the **Returning Group Login** process
 - Enter their group confirmation number _____
 - Click the **Login** button
 - Scroll down to the Registration Summary section
 - Click on the **Go to Adviser Portal** link for the adviser that the student(s) in question is registered under in the summary
 - Scroll to the Student Registrations section
 - Click the **Edit Student Information** button
 - Click the **Edit Student** button
 - Edit demographic fields then click the **Save** button
-
- Log back in using the **Returning Adviser Login** process
 - Enter their registration badge ID _____
 - Click the **Login** button
 - Scroll down to the Registration Summary section
 - Click on the **Go to Adviser Portal** link for the adviser that the student(s) in question is registered under in the summary
 - Scroll to the Student Registrations section
 - Click the **Edit Student Information** button
 - Click the **Edit Student** button
 - Edit demographic fields then click the **Save** button