Register Students in the SECME Student Management System

You will need your user ID and password. In order to access the database system, you must be a registered database user. Your user ID is your email address. If you have forgotten your password, please email us - secme@coe.gatech.edu and we will help you reset your password. Please note that when you reset your password, it does not affect your school or student data.

**STEPS FOR ADDING NEW STUDENTS**

[www.secme.org](http://www.secme.org)

1. Click logon
2. Type in your email address and password and click “login”
3. Hoover over SECME Program Registration
4. Click Student Manager
5. Select your school from the dropdown school listing
6. These four icons will guide you through managing your students
7. From the Student Management system, hoover over each of them to understand their role
8. Click the green plus icon – a new window will pop up “Add New Students”
9. Complete the fields for each student. Click “add new row” for as many students as you are adding.

   **Special Note. We recommend that you add no more than five students at a time.**
10. Click “Add.” You will return to the Student Manager Home Page. Your students will now be in your listing.
11. Repeat steps 8 and 9 until all your students are enrolled.

If you have a large number of *new* students, 50 or more, we will enter your students for you.

- From the website – [www.secme.org](http://www.secme.org)
- click Resources & Forms
- click “Excel Spreadsheet: Use for 50+ New Student” to Download the form
- or click [here](http://www.secme.org) to access the form

*When returning your spreadsheet, please PASSWORD PROTECT your sheet. Text SECME @ 404-446-6746 with your school name and password.*
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STEPS FOR MANAGING EXISTING STUDENTS

www.secme.org

1. Click logon
2. Type in your email address and password and click “login”
3. Hoover over SECME Program Registration
4. Click Student Manager
5. Select your school from the dropdown school listing
6. These four icons will guide you through managing your students
7. From the Student Management system, hoover over each of them to understand their role
8. Click the box in the table header row to select all students.
9. Click the blue’ish up arrow (new screen) General Update
10. Select the current academic year (“academic year” dropdown). If your listing has students in multiple academic years, select students that are in the same academic year and update accordingly.
11. Click Apply (screen returns to Student Manager home page)
12. Select students (same grade level) and click blue’ish up arrow to promote students to current grade.
   Repeat this process until all students are in their current grade

FAQ’s

Q: My students are no longer at this school/these are not my students, what do I do with them?
A: Select the student/s name and click the Pink X icon. Locate new school and click Transfer.
   The system will allow you to transfer a student to another school in your same school district. If the school is participating in SECME, the school’s name will appear in the drop down listing. If the school is not listed or, you do not know what school the student is now attending, select “unknown school.”

Q: My students have graduated from high school, what do I do with them?
A: Select the student/s name, click the Graduation Cap. The caution here is that the system must recognize that the student’s grade level is 12. Example: if you are a new coordinator trying to clean up your student data and you see students from previous years that are still in your listing but have graduated – John Smith – academic year 2014-2015; grade level 11. John has obviously graduated. Click the blue’ish up arrow. Change the academic year to 2015-2016 (the year he most likely graduated) and select his grade level as GR.

Q: How do I add my NEW students?
A: See above (page 1) and follow steps starting with number 8

Q: My student’s name is spelled incorrectly, gender/ethnicity is missing, how do I correct this?
A: Click the student’s name. Student Detail window will appear. Corrections can be made here.

Q: I have students from last year that are not registered with you, can I add them now?
A: YES, PLEASE. Follow the steps for adding a new student. When you click the green + icon, notice that the “Year” is the current academic year. Change that to the previous year. Add your student/s (remember to place them in the grade that they were in for that academic year). Once they have been added. Select their name/s and click the blue’ish up arrow to move them to the current academic year and their current grade.