



UPDATING YOUR SCHOOL INFORMATION WITH SECME NATIONAL

You must be a registered SECME database user to access SECME's National database system. If you are not, [click here](#) for instructions.

SECME Coordinators, from the home page – www.secme.org, click Log On.

1. From the Login page, type your email address and password (if you have lost or forgotten your password stop here and email us at secme@coe.gatech.edu)
2. Click “login”
3. Hover over “SECME Program Registration”
4. Click “School - ISL Registration.” Your district will auto-populate. Please choose your school from the drop-down listing and complete the forms (pages). There are 5 basic pages to the School Registration Section (please complete/update all pages): General Information; Student Population; Principal Information; SECME Coordinator Information and Faculty Member Information.
5. Click “submit” after each page

P.S., IMPORTANT: If you are the SECME coordinator from another school, please access the SECME database system and access your previous school's account. Remove yourself as the coordinator. If you can update your students from that school in the SECME Student Management System, that would be appreciated. Additionally, please email us who the new coordinator is, if you have that information, so that we can make sure they stay current.

Visit our *Newsfeed* tab on our website – www.secme.org to keep up with the latest SECME National Office updates. Let us know if we can help you in any way. – secme@coe.gatech.edu --- 404-894-3314