



pendingupdatesdetails

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Pending Update Details

Registration > Maintenance > Online Registration > Pending Updates (click spyglass icon)

This tab allows you to review and approve or reject a student's pending online registration updates received from the txConnect parent portal.

Update data:

On the Pending Updates page, a list of students who have pending updates is displayed.

2. Click spyglass icon to view the details of the pending updates. The student's data is displayed in a grid on a separate page.

3. Under Decision select Accept All or Reject All to approve or deny all pending update requests. Or, select Accept or Reject to indicate a decision for each pending update. You can select Pending All to revert all requests to a pending status prior to saving the record.

Notes:

- If you reject an update, you must enter comments explaining your decision.
- Once you have accepted or rejected all of a student's pending updates, the student's name is no longer displayed on the Inquiry page.
- 4. The Field column displays the txConnect field type for which the update was requested.
- 5. The Current Value column displays the current data for the field, if it exists.
- 6. The New Value column displays the new information.
- 7. The Submitted For column displays the student's name for which the request was submitted.
- 8. The Submitted By column displays the name of the parent/guardian who submitted the request.
- 9. The Doc Req'd column defaults to N. This field is currently not in use.
- 10. To add comments to the pending update request, click . The Pending Updates - Reviewer's Comment dialog box opens. You can type up to 255 characters.
 - Add or update comments as needed.
 - Click OK to close the dialog box. Or, click Cancel to close the comments dialog box without saving the changes.
 - A red comment icon indicates that the student has existing comments.
- 11. Click Save.

12. If the Documents button is provided, click Documents to view or attach supporting documentation. If any documents are currently attached, the button has a note icon.
13. Click Inquiry to return to the Inquiry page.



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