



**pendingupdatesdetails**



# Table of Contents

**Pending Update Details** ..... 1




# 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 update requests submitted by parents from the txConnect parent portal.


## Update data:

To access this page, click  on the Pending Updates page. The details of the student's pending updates are displayed.

Field	Description
<b>Decision</b>	<p>If you reject an update:</p> <ul style="list-style-type: none"> <li>You must enter comments explaining your decision. Include detailed explanation and action required of the parent.</li> <li>An email message is sent to the parent notifying him that the change was not approved.</li> </ul>

3. Under Decision select Accept All or Reject All to approve or deny all pending update requests. Or, select Accept or Reject to indicate 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.



## Back Cover