

How to adjust a student's priority registration date

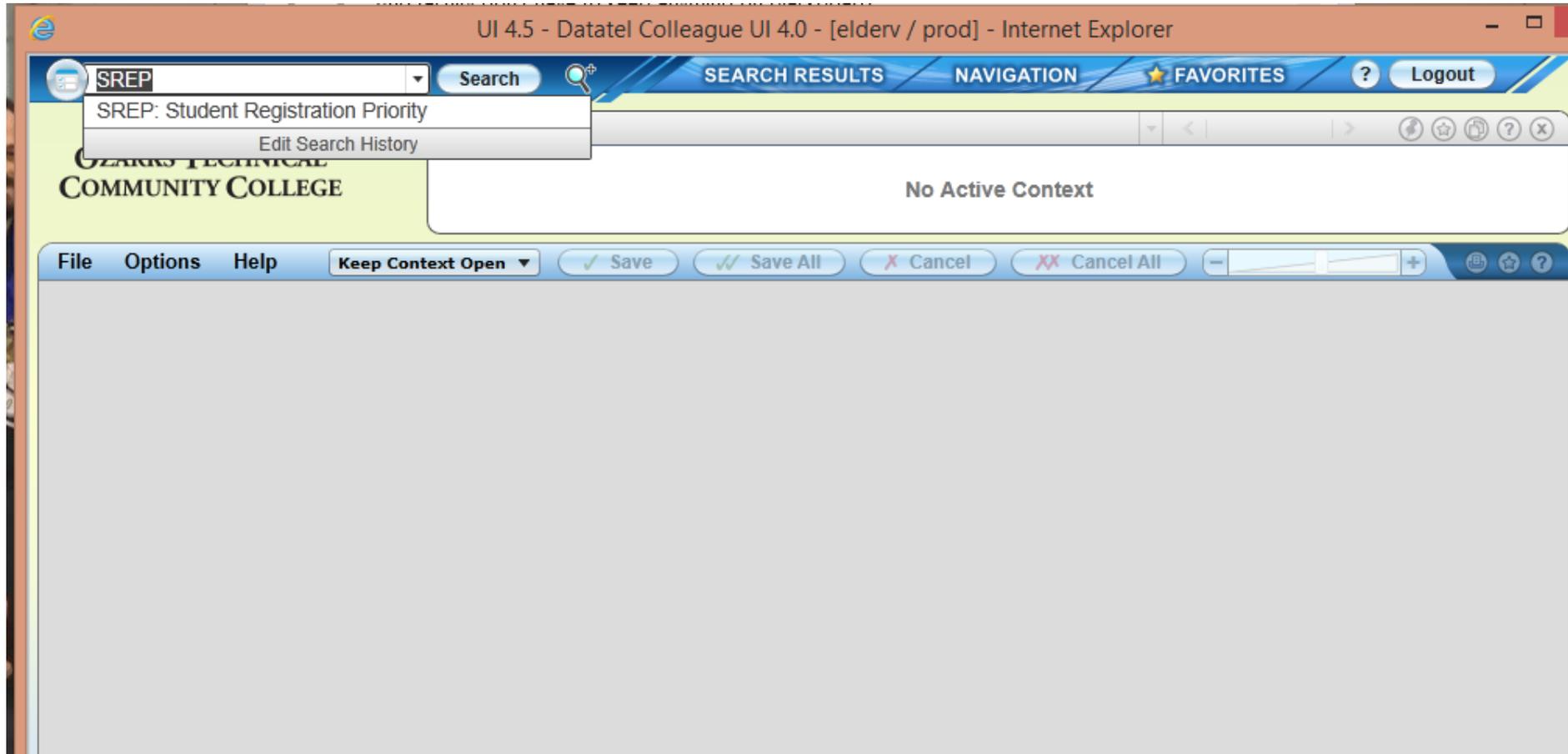
This is something that we do if a student either

- 1) Attends the advising fair
- 2) Works with a faculty advisor on her/his plan just prior to the advising fair

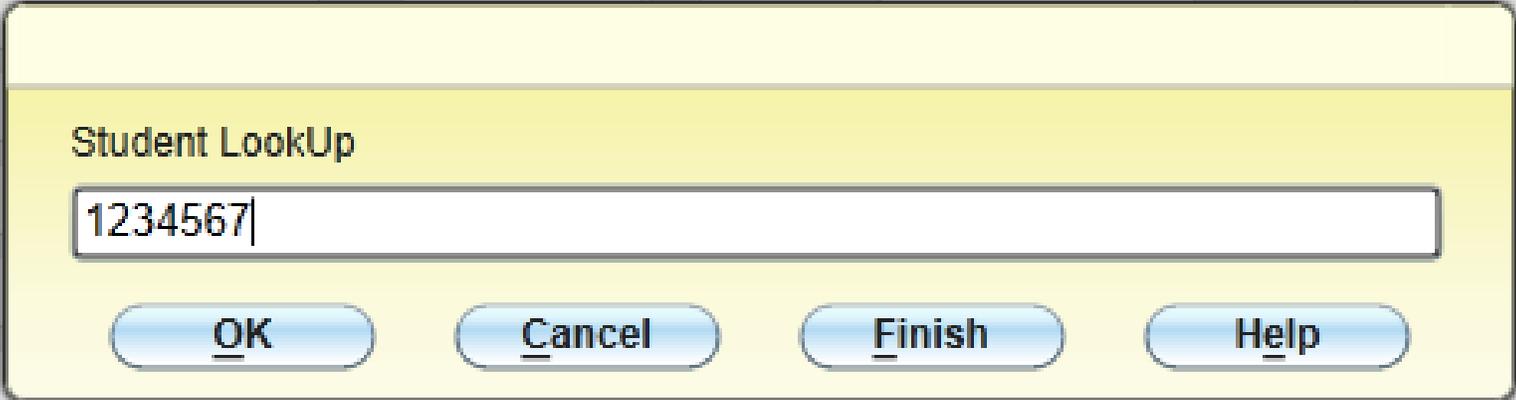
Log in to Datatel/Colleague

- ui.otc.edu
- Login using your current OTC username and password

Type "SREP" into the search box at the top left of the screen



Type in the ID or name of the student you are working with – and hit “ok”



A dialog box titled "Student LookUp" with a yellow background. It contains a text input field with the number "1234567" and a cursor. Below the input field are four buttons: "OK", "Cancel", "Finish", and "Help".

Student LookUp

1234567|

OK Cancel Finish Help

Click “Save”

- This completes the process for this student