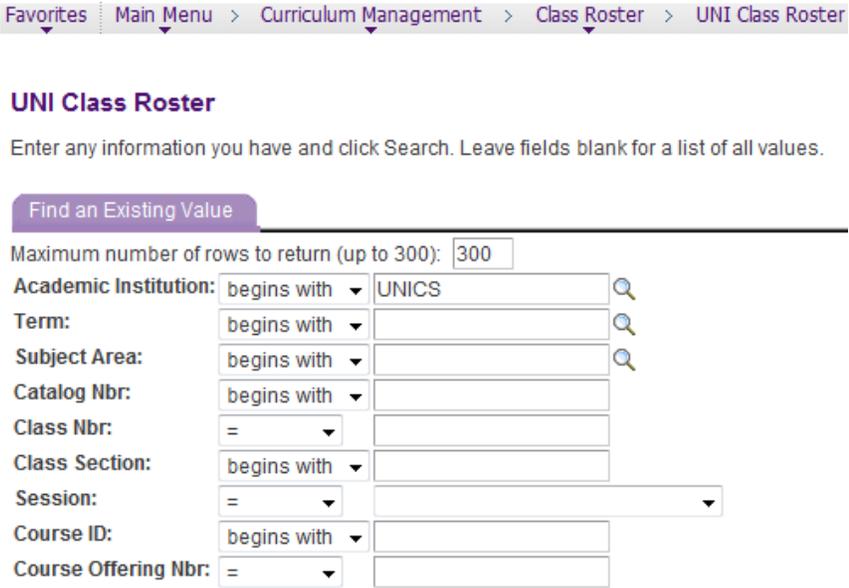
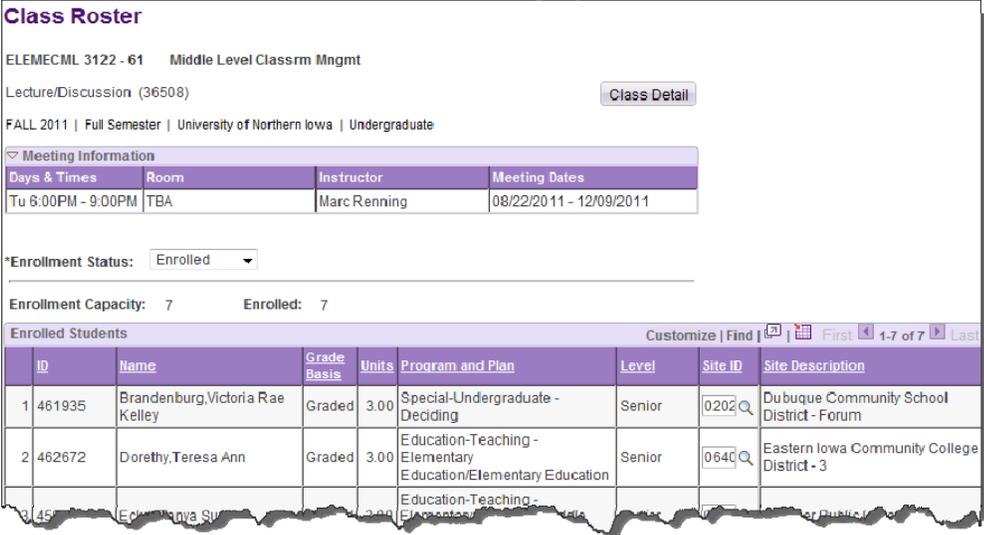
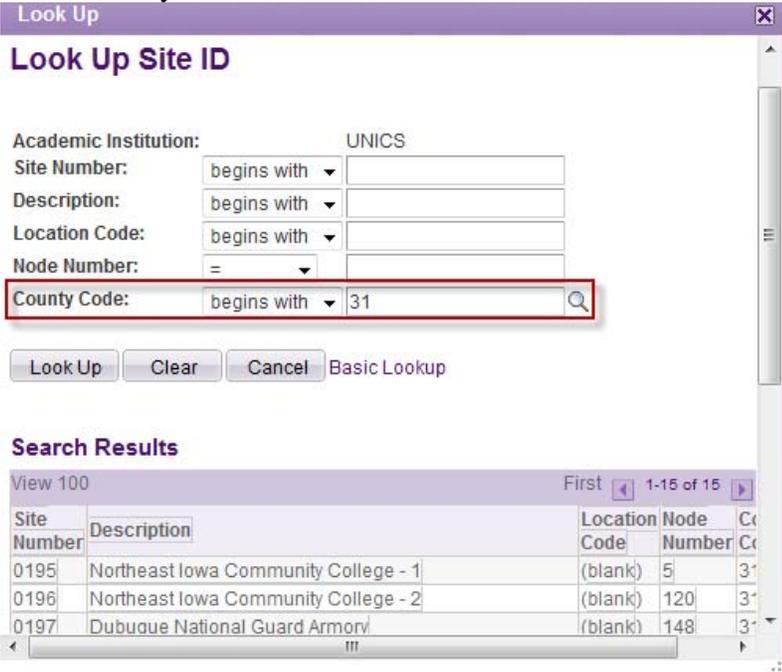


Updating a Student’s Site ID

Purpose: Access the **UNI Class Roster** to update a student’s Site ID.

Step	Action
1.	<p>Navigate to UNI Class Roster: Main Menu > Curriculum Management > Class Roster > UNI Class Roster</p> 
2.	<p>Enter the appropriate search criteria for the class you wish to view. Click the Search button. <i>Example: ELEMECML 3122 61</i></p> <p>Result: The Class Roster for the class displays.</p> 

Step	Action																				
3.	<p>Use the look-up button  in the Site ID field to select the desired Site ID. If you know the Site ID code, enter the code and tab out of the field to display the site description.</p>  <p>Tip: In the Site ID Look-up window, filter by <i>County Code</i> to see all site/locations in that county.</p>  <p>Search Results</p> <table border="1"> <thead> <tr> <th>Site Number</th> <th>Description</th> <th>Location Code</th> <th>Node Number</th> <th>Cr</th> </tr> </thead> <tbody> <tr> <td>0195</td> <td>Northeast Iowa Community College - 1</td> <td>(blank)</td> <td>5</td> <td>3'</td> </tr> <tr> <td>0196</td> <td>Northeast Iowa Community College - 2</td> <td>(blank)</td> <td>120</td> <td>3'</td> </tr> <tr> <td>0197</td> <td>Dubuque National Guard Armory</td> <td>(blank)</td> <td>148</td> <td>3'</td> </tr> </tbody> </table>	Site Number	Description	Location Code	Node Number	Cr	0195	Northeast Iowa Community College - 1	(blank)	5	3'	0196	Northeast Iowa Community College - 2	(blank)	120	3'	0197	Dubuque National Guard Armory	(blank)	148	3'
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0195	Northeast Iowa Community College - 1	(blank)	5	3'																	
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0197	Dubuque National Guard Armory	(blank)	148	3'																	
4.	<p>Once you have entered or selected the desired Site ID, click the Save button.</p> 