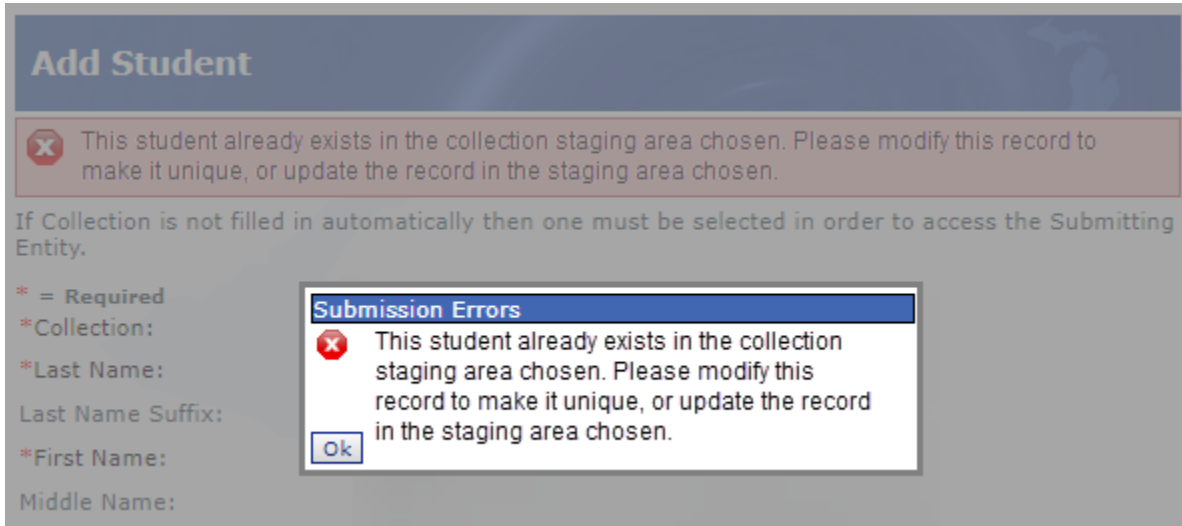


## Issue: The MSDS will not add a new student from Student Search

When an MSDS user uses Student Search to find a student’s record, the system will prompt to “Add Student” each time information is entered that does not match an existing record. From the “Add Student” page, the student record is populated into a collection’s staging area. Each time the user attempts to add the same student record to the collection staging area and he/she already exists in the chosen staging area, the following pop-up appears:



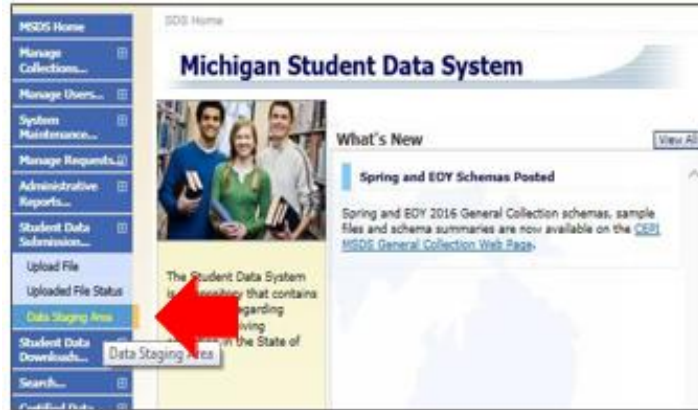
### How do I avoid this submission error?

If the error message shown above displays on the “Add Student” page, the student record already exists in the chosen collection staging area. If the system finds a record that closely matches the one entered, the new student’s record will “Require Resolution.” The student record will not appear from Student Search because it does not yet exist in the MSDS.

### How do I correct this issue?

1. On the left-hand menu of the MSDS Home page, click “Student Data Submission.”

CEPI Helpful Hints – Student Search Will Not Add My Student



2. Click "Data Staging Area."
3. On the Staging Area screen, enter your district code in the "Submitting Entity" field.
4. Set the "Collection" field to the target "Collection" chosen on the "Add Student" page.
5. Click "Filter."
6. The collection will appear below the menu settings area. Click on the name of the collection to enter the Staging Area Detail screen.
7. The searched upon student will appear in the Staging Area Detail of the collection. If you attempted to add the student multiple times, the student may appear more than once.
8. If the same student record appears more than once, click the box to check the duplicate record(s) from the "Select" column. Click the "Delete Selected" button at the bottom of the staging area page to remove the duplicate record(s) from the collection, leaving one to resolve.
9. The record added from the "Add Student" page must be resolved to be assigned a UIC. In the Resolution Status column, click "Requires Resolution" in the row where the student is listed.

| Select                   | School Facility # | User Notes | UIC | Last Name | First Name | Gender | Date of Birth | Validation Status           | Resolution Status                   | Certification Date |
|--------------------------|-------------------|------------|-----|-----------|------------|--------|---------------|-----------------------------|-------------------------------------|--------------------|
| <input type="checkbox"/> |                   |            |     | Smith     | Johnnie    | M      | 07/26/2001    | Error Free with No Warnings | <a href="#">Requires Resolution</a> |                    |
| <input type="checkbox"/> |                   |            |     | Smith     | Johnnie    | M      | 07/26/2001    | Error Free with No Warnings | <a href="#">Requires Resolution</a> |                    |
| <input type="checkbox"/> |                   |            |     | Smith     | Johnnie    | M      | 07/26/2001    | Error Free with No Warnings | <a href="#">Requires Resolution</a> |                    |

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Select All Unselect All Delete Selected Add Direct Search / Add Rerun Resolution

For more information on UIC Resolution, please refer to the "UIC Resolution" section of the [MSDS District User Training Manual](#).

Alternately, use the "Search/Add" feature in a collection staging area to search and add students more efficiently. Please refer to the instructions on using the Search/Add feature ("Staging Area – Search/Add" section of the [MSDS District User Training Manual](#)).