

# Online Duplicate Resolution Process

## Step By Step Instructions for Public Schools

Using your web browser navigate to the SLD home page at <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/data-collections>. Click on the "Verification and Secure File Upload Access" link in the left hand menu.

After you click on the Secure File Upload Access link you are brought to the SLD Team's welcome message. Once you have read the current message click on the 'Enter' button as seen in the screenshot below.

• Ministry Home • Government of British Columbia

### EdAccess

Ministry of Education

## Welcome to SLD Web

TSW-3000

### What's New

- **Current Data Collection:** February 1701. **Files Due:** February 20, 2009. **Please note:** All schools and districts may access this program during the February data collection period.
- Passwords for SLD Web are set to expire every 90 days. You may be immediately required to change your password. Please follow the steps to create the new password and you will be able to access the system. If you do not know your password you can either choose to [answer your reminder question](#) or send a request via [web form](#) to the ministry. If you are a first time user and do not know your user-id, it is the facility code for your school provided by the ministry. If you have any questions, please contact [PENS.Coordinator@gov.bc.ca](mailto:PENS.Coordinator@gov.bc.ca).

### Please note

- Sunday mornings between 6:00 am and 12:00 pm are regular scheduled system change windows. This means the 1701 verification program may be unavailable during those hours.

Cheers,  
The Data Collection Team

Enter

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After clicking the 'Enter' button you will see the login page shown here. Use the same login info you use for submitting 1701 data or requesting PENS.

• Ministry Home • Government of British Columbia

### EdAccess

Ministry of Education

## Secure SLD Web Access

TSW-3081

### School & District Logon

School or District ID:

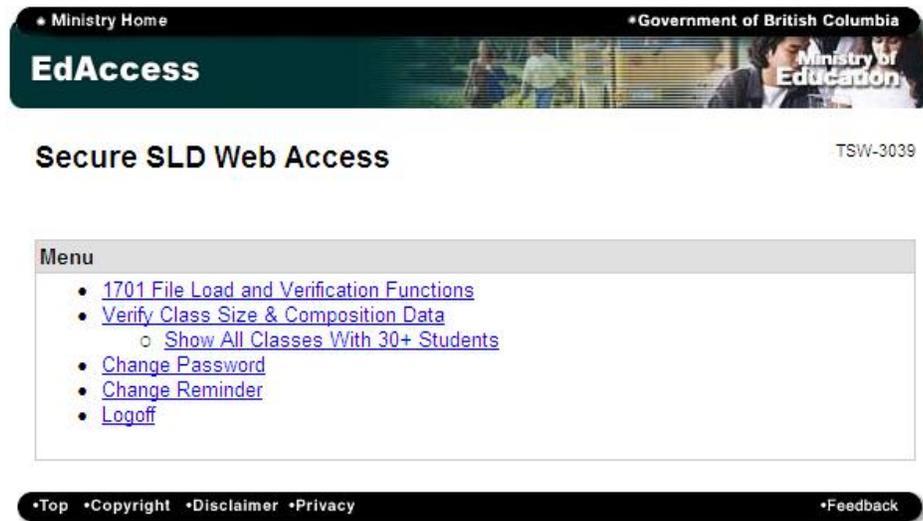
Password:

Logon

[Forgot your password? Click here.](#)

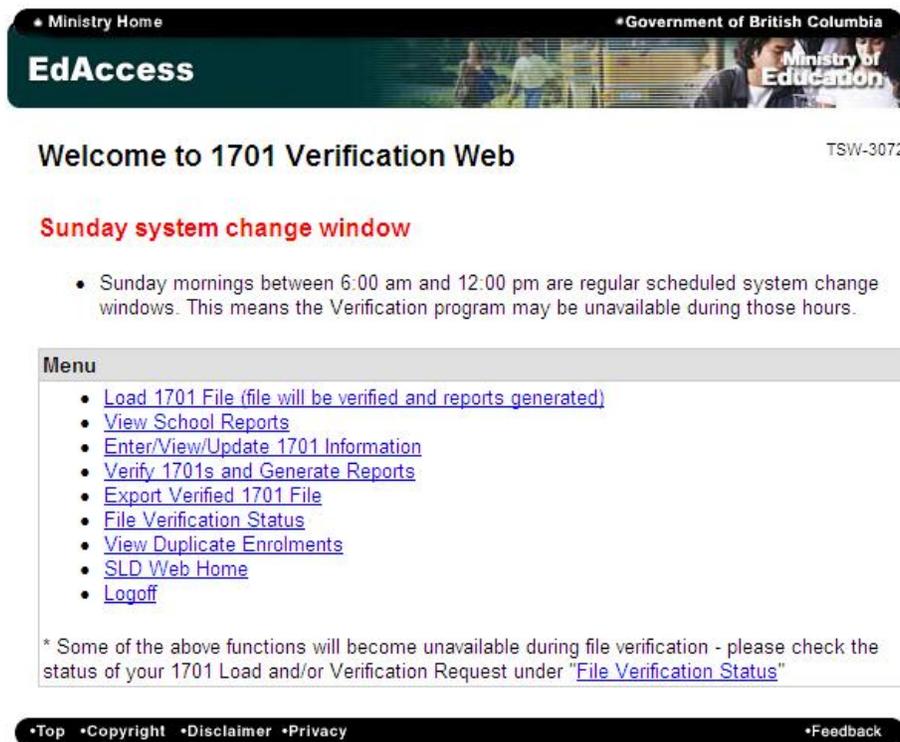
•Top •Copyright •Disclaimer •Privacy •Feedback

Once logged on you will see this Main Menu.



The screenshot shows the EdAccess main menu. At the top, there are navigation links for "Ministry Home" and "Government of British Columbia". The main header features the "EdAccess" logo and a banner image of students. Below the header, the title "Secure SLD Web Access" is displayed, with the identifier "TSW-3039" to its right. A "Menu" section contains a list of links: "1701 File Load and Verification Functions", "Verify Class Size & Composition Data" (with a sub-link "Show All Classes With 30+ Students"), "Change Password", "Change Reminder", and "Logoff". At the bottom, there are links for "Top", "Copyright", "Disclaimer", "Privacy", and "Feedback".

Click the [1701 File Load and Verification Functions](#) link which will bring you to the following screen.



The screenshot shows the 1701 Verification Web page. At the top, there are navigation links for "Ministry Home" and "Government of British Columbia". The main header features the "EdAccess" logo and a banner image of students. Below the header, the title "Welcome to 1701 Verification Web" is displayed, with the identifier "TSW-3072" to its right. A red heading "Sunday system change window" is followed by a bullet point: "Sunday mornings between 6:00 am and 12:00 pm are regular scheduled system change windows. This means the Verification program may be unavailable during those hours." A "Menu" section contains a list of links: "Load 1701 File (file will be verified and reports generated)", "View School Reports", "Enter/View/Update 1701 Information", "Verify 1701s and Generate Reports", "Export Verified 1701 File", "File Verification Status", "View Duplicate Enrolments", "SLD Web Home", and "Logoff". A note at the bottom states: "\* Some of the above functions will become unavailable during file verification - please check the status of your 1701 Load and/or Verification Request under '[File Verification Status](#)'". At the bottom, there are links for "Top", "Copyright", "Disclaimer", "Privacy", and "Feedback".

Click the [View Duplicate Enrolments](#) link and you will see a page similar to the following.

The screenshot shows the EdAccess interface for the Ministry of Education, Government of British Columbia. It features a navigation bar with 'Ministry Home' and 'Government of British Columbia'. Below is a 'Quick Menu' with links: 'Load 1701', 'View Reports', 'Enter/Update', 'Verify', 'Export', 'File Status', 'View Duplicate Enrolments', 'SLD Web Home', 'Verification Web Home', 'Help', and 'Logout'. The main heading is 'School Secure Web - View Duplicate Enrolments' with the identifier 'TSW-3075'. A note states: 'Before resolving your "not allowable duplicates" please refer to the duplicate resolution rules document located under the "help" link in the quick menu above.' There are links for 'View Unresolved' and 'View All'. The main content is a table titled '02727069 2008/09/30 - Unresolved Duplicate Students' with columns: PEN, Student, Sex, Birth Date, School, and a 'Release' button. Two records are shown for student DOE, JOHN and DOE, JACK, both at Stanley Humphries Se. A 'Back' button is at the bottom right. A footer contains links for 'Top', 'Copyright', 'Disclaimer', 'Privacy', and 'Feedback'.

PEN	Student	Sex	Birth Date	School	
109138131	DOE, JOHN	M	1990-12-09	250-386-7736 REG 02009010 Stanley Humphries Se 0.8750 12	Release
109138289	DOE, JACK	M	1991-05-28	250-386-7736 REG 02009010 Stanley Humphries Se 0.6250 12	Release

For each record you will see the PEN, student name, gender, and birth date. In the school column you can see the phone number, ministry code, and name of the other school along with the FTE and grade that they have reported.

*Note that there are two possible views; [View Unresolved](#) and [View All](#). Once you release a student they will disappear from the unresolved view and will only appear under [View All](#). The default view shows your unresolved duplicates but you can click the [View All](#) link at any time to keep track of what has been done.*

If you wish to release a student to the other school simply click the "Release" button to the far right of the student record. This will remove the record from your list of unresolved duplicates and instantaneously remove the record from the other school's list of unresolved duplicates as well. (One or both schools may need to refresh their browser to actually see this change.) **Once you release a student you will not be able to claim them back so use caution when performing this step.** If you do release a student by mistake you will need to contact your district office to "reclaim" them. The district 1701 contact has the ability to "unrelease" a record should the need arise.

If you wish to claim a student you will need to contact the other school and have them agree to release the record. You will be able to confirm that this has been done by checking that the student has been removed from your unresolved list.

*Note: If you are attempting to resolve a duplicate involving one of the following scenarios you would not use the above process.*

- The "student" identified is actually two different students
- The student is cross enrolled in a OL school in which they were incorrectly reported at a grade level other than 10 through 12 or SU.

*In either of these cases you must use the "Incorrectly Identified as Duplicates" form found here: <http://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/data-collection/september/dupform.pdf>*