

# Online Duplicate Resolution Process

## Step By Step Instructions for District Offices

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

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

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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.

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### EdAccess

Secure SLD Web Access TSW-3081

**School & District Logon**

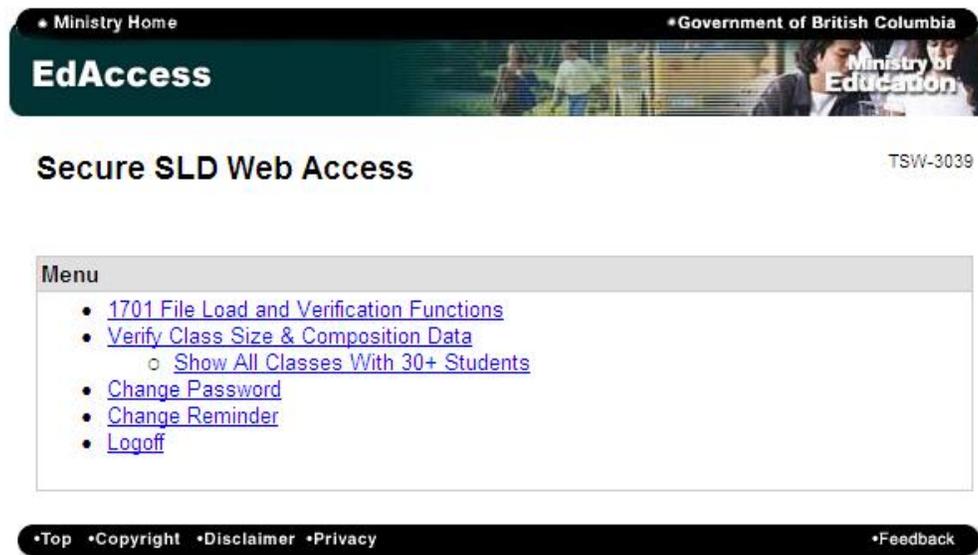
School or District ID:

Password:

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

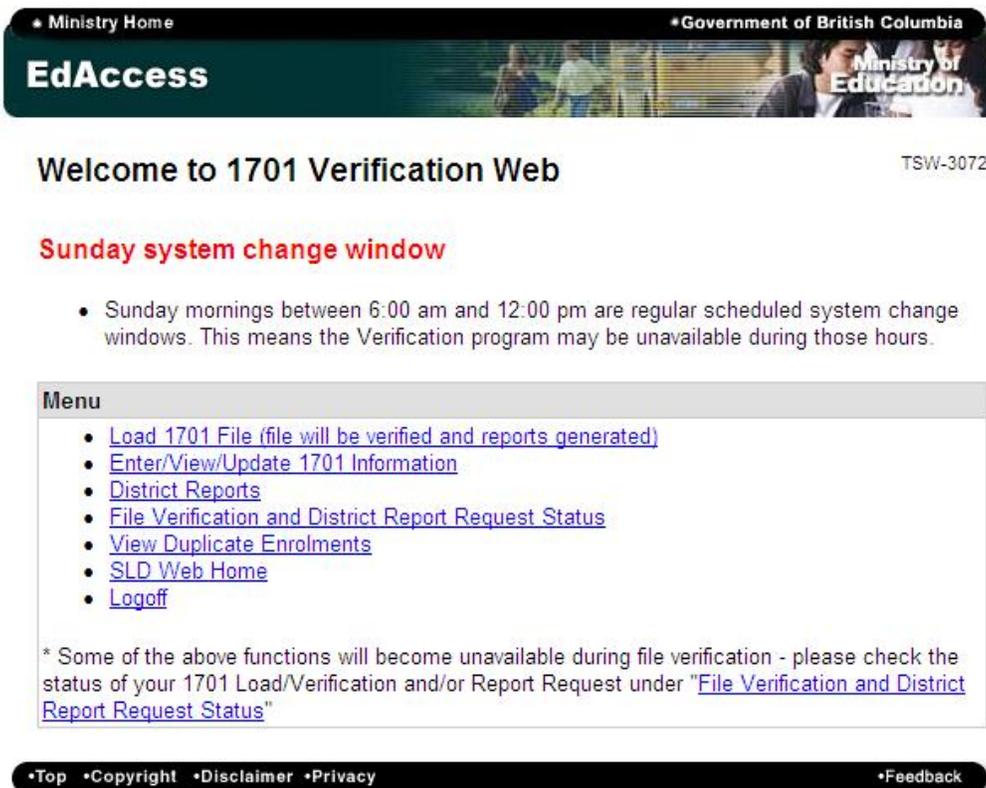
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Once logged on you will see this Main Menu.



The screenshot shows the EdAccess main menu. At the top, there is a dark green header with "Ministry Home" on the left and "Government of British Columbia" on the right. Below the header is a banner image with the text "EdAccess" in large white letters and "Ministry of Education" in smaller white letters. The main content area has the title "Secure SLD Web Access" on the left and "TSW-3039" on the right. Below this is a "Menu" box containing 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 is a dark green footer with "Top", "Copyright", "Disclaimer", "Privacy", and "Feedback" links.

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 is a dark green header with "Ministry Home" on the left and "Government of British Columbia" on the right. Below the header is a banner image with the text "EdAccess" in large white letters and "Ministry of Education" in smaller white letters. The main content area has the title "Welcome to 1701 Verification Web" on the left and "TSW-3072" on the right. Below this is a red heading "Sunday system change window" 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." Below this is a "Menu" box containing a list of links: "Load 1701 File (file will be verified and reports generated)", "Enter/View/Update 1701 Information", "District Reports", "File Verification and District Report Request Status", "View Duplicate Enrolments", "SLD Web Home", and "Logoff". Below the menu is a note: "\* Some of the above functions will become unavailable during file verification - please check the status of your 1701 Load/Verification and/or Report Request under 'File Verification and District Report Request Status'". At the bottom, there is a dark green footer with "Top", "Copyright", "Disclaimer", "Privacy", and "Feedback" links.

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

• Ministry Home
• Government of British Columbia

# EdAccess

**Quick Menu**

[Load 1701](#) | [Enter/View School Files](#) | [District Reports](#) | [File Status](#) |  
[View Duplicate Enrolments](#) | [SLD Web Home](#) | [Verification Web Home](#) | [Help](#) | [Logout](#)

## District Secure Web - View Duplicate Enrolments

TSW-3086

Before resolving your "not allowable duplicates" please refer to the duplicate resolution rules document located under the "help" link in the quick menu above.

Filter By: All ▼
[View Allowable Duplicates](#)
[View Not Allowable Duplicates](#)
[View Unresolved](#) / [View All](#)

**02000000 2008/09/30 - Unresolved Duplicate Students**

PEN	Student	Sex	Birth Date	School	
108055500	CLOUD, RAIN	M	1990-07-01	<div style="border: 1px solid #ccc; padding: 2px;"> <p><i>02099090 On-Line Learning Cen 1.0000 12</i>  250-365-0771 REG</p> <p><i>00807025 Mount Sentinel Secon 1.0000 12</i>  250-359-7219 REG</p> </div>	Release
109138131	DOE, JOHN	M	1990-12-09	<div style="border: 1px solid #ccc; padding: 2px;"> <p><i>02009010 Stanley Humphries Se 0.8750 12</i>  250-365-7735 REG</p> <p><i>02727069 Williams Lake Second 0.6250 12</i>  250-392-6284 REG</p> </div>	Release
109138289	DOE, JACK	M	1991-05-28	<div style="border: 1px solid #ccc; padding: 2px;"> <p><i>02009010 Stanley Humphries Se 0.6250 12</i>  250-365-7735 REG</p> <p><i>02727069 Williams Lake Second 0.6250 12</i>  250-392-6284 REG</p> </div>	Release
110223286	SMITH, JANE	F	1992-04-05	<div style="border: 1px solid #ccc; padding: 2px;"> <p><i>02011014 Rossland Secondary 0.5000 11</i>  250-362-7388 REG</p> <p><i>02727056 Peter Skene Ogden Se 0.5000 11</i>  250-395-2461 REG</p> </div>	Release

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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 both schools along with the FTE and grade that they have reported. Next to the phone number for each school is the abbreviation "REG" indicating that the student is currently registered in both schools.

There are two basic views you can choose from using the links at the top right of the list. [View Unresolved](#) is the default view and shows all unresolved records which have not been released at the school or district level. As shown below, [View All](#) allows you to see all unresolved records along with any records you or one of your schools have released to another school or district.

Filter By: [All](#) [View Allowable Duplicates](#) [View Not Allowable Duplicates](#) [View Unresolved](#) / [View All](#)

PEN	Student	Sex	Birth Date	School	
108055500	CLOUD, RAIN	M	1990-07-01	<a href="#">02099090 On-Line Learning Cen 1.0000 12</a> 2009/01/15 02000000 250-365-0771 REL <a href="#">00807025 Mount Sentinel Secon 1.0000 12</a> 250-359-7219 REG	Unrelease
109138131	DOE, JOHN	M	1990-12-09	<a href="#">02009010 Stanley Humphries Se 0.8750 12</a> 250-365-7735 REG <a href="#">02727069 Williams Lake Second 0.6250 12</a> 250-392-6284 REG	Release
109138289	DOE, JACK	M	1991-05-28	<a href="#">02009010 Stanley Humphries Se 0.6250 12</a> 250-365-7735 REG <a href="#">02727069 Williams Lake Second 0.6250 12</a> 250-392-6284 REG	Release
110223286	SMITH, JANE	F	1992-04-05	<a href="#">02011014 Rossland Secondary 0.5000 11</a> 250-362-7388 REG <a href="#">02727056 Peter Skene Ogden Se 0.5000 11</a> 250-395-2461 REG	Release

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### Filter By

Using the “Filter By” drop down list you can narrow the view down to the various Duplicate Types: “Within Public School Districts”, “Between Public School Districts” and “Between School Systems”. Choosing “All” allows you to see all three types in one list (the default view). (Be aware that clicking the [View All](#) link will not show you all records unless you have also chosen “All” from this drop down filter.)

### Printable Reports

To the right of the “Filter By” drop down you will see two links to PDF files. These allow you to view and/or print the “Allowable Duplicates” and “Duplicates Not Allowable” reports you would traditionally have received via email. Scroll to the bottom of the page and you will see a link to “Download as an MS Excel file”. This option is useful for districts wishing to retain a final copy of duplicate resolutions. These are provided for your reference if needed.

### Releasing a Student\*

To release a student simply highlight the “REG” line of the releasing school and click the “Release” button to the far right of the student record. This simultaneously removes the record from the “unresolved” lists in both districts and/or schools allowing the other district and/or school to confirm that you have released the student to them. (They may need to refresh their browser to actually see this.) All related schools/district offices can still view the record in the [View All](#) view. The releasing district will see an “Unrelease” button next to records they have released as seen in the screenshot above. (School level accounts cannot “unrelease” students once they have released them and will need to contact their district office to have this done.)

When viewing a record that has been released there is some more information at your disposal. In the example below you can see that John Doe was released from Williams Lake Secondary on Jan 16 of 2009. You can see that he was released by the district office as indicated by the code 02700000. If the student had been released at the school level you would see the school code here instead of the district code.

Filter By: [All](#) [View Allowable Duplicates](#) [View Not Allowable Duplicates](#) [View Unresolved](#) / [View All](#)

PEN	Student	Sex	Birth Date	School	
109138131	DOE, JOHN	M	1990-12-09	<a href="#">02727069 Williams Lake Second 0.6250 12</a> 2009/01/16 02700000 250-392-6284 REL <a href="#">02009010 Stanley Humphries Se 0.8750 12</a> 250-365-7735 REG	

**Claiming a Student**

If you wish to claim a student from another district or system you will need to contact the other district and/or school and have them agree to release the record on their end. You will be able to confirm that this has been done as illustrated above. (Again, you may need to refresh you browser before seeing this change.)

There are some instances where the ministry will lock a record prohibiting any school or district from releasing the student. This would usually be due to one of the scenarios noted below or because further documentation was provided to the ministry confirming where the student should be registered.

*\*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 an 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>