

Texas Education Agency

Texas Records Exchange Education Service Center Hands-On Computer Training

Scenario 5: A student is preparing to exit from campus (current) and the student knows the new (future) campus located within the State of Texas.

The objective of this scenario is to demonstrate the process steps for *sending* a student's record or transcript to another campus using TREx. The second objective is to demonstrate the validation verification process with no errors when uploading a file to TREx.

1	Campus Name: <i>(insert the school that you have been assigned)</i> (Exiting School)	Campus Name: <i>(insert the school that you have been assigned)</i> (Receiving Campus)
2	Log into TEA SE to authenticate.	
3	From the TEA SE drop down options list select the TREx application.	
4	On the TREx home page select the Send Record link. Chose the Upload button.	
5	Select the Browse button to locate the .xml file.	
6	Select the Recipients tab button to identify the campus that should receive this student's record.	