Working with Multiple Campus or Multiple District Selection Lists

Question: How does a district registrar or viewer access each individual campus in TREx?

Answer: TREx provides campus views or access based on your TEASE TREx role and Organization number. If you are a Campus Registrar or Campus Viewer for a single campus, TREx allows you to access only files and transactions related to that one campus; you will not have an option to select another campus through the TREx drop list feature. Additionally, because an ESC Viewer works with all districts and campuses within their region, the TREx home page for this role does not include a drop list.

If you are a Viewer or Registrar for more than one campus or district, the TREx home page will include a drop-list to allow you to select and work with a specific institution for the following roles:

- Multi-Campus Registrar or Viewer working with more than one campus

- District Registrar or Viewer working with all campuses within a district

- Multi-District Registrar or Viewer working with campuses within more than one district

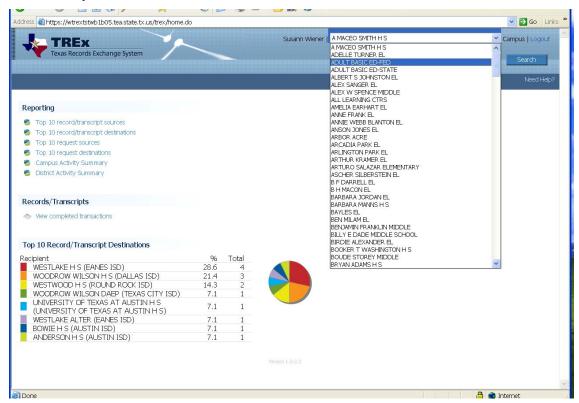Following is a general description of the drop-list hierarchy:

- The multi-campus drop-list is organized alphabetically by campus names as assigned to the role

- The district drop-list is organized alphabetically by campus names for the full district.

- The multi-district drop-list is organized alphabetically by district name, under which the campuses are organized alphabetically by campus name within each district assigned to that role.

The campus/district drop-list are available from the TREx homepage only. To change campus or district views, you must access the drop-list from the TREx home page. Following are examples of various drop-lists:

Multi-Campus Drop List

District Drop List

Multi-District Drop List