

# Texas Education Agency

## Texas Records Exchange Education Service Center Hands-On Computer Training

**Scenario 4:** Student is preparing to exit from their current campus (referred to as Exiting campus) and the student knows which campus that they will be moving to within 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 with errors process when uploading a file to TREx.

1	Campus Name: <i>(insert the school that you have been assigned)</i>  _____	Campus Name: <i>(insert the school that you have been assigned)</i>  _____
	(Exiting School)	(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.	
6		Receiving registrar logs into TREx to check for updates within TREx and sees that a student record has been sent to their campus.
7		Receiving registrar is able to Accept or Reject the request.
8		Receiving registrar is able to either view or download and save the file locally.
9	Exiting registrar logs back into TREx to check the status.	