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: *(insert the school that you have been assigned)* _____ (Exiting School)	Campus Name: *(insert the school that you have been assigned)* _____ (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.	