Deleting Duplicate applications or TE records

Exporting School:	Western State Colorado University - CO Maria BonDurant, Benefits Administrator mkbondurant@western.edu 970.943.2119
Applicant First Name:	Jonathan dup
Applicant Last Name:	Crossley
Birthdate:	10/25/1998

Open up dup record and add DUP to the student's name and scroll to bottom and hit submit

Applications

This section is for applicants not yet enrolled.
Scholarship Certification & Application
Application

View Applicants

Scholarship Recertification of Eligibility
Annual Report | View Submissions

Forms Deletion
Delete Submissions

Same area – select Forms Deletion Delete Submissions

Edit/Delete Application Submission
This will only delete an application, not an enrolled student

Importing School:

Student TE ID:
Please enter the last 4-digits of the SNN.

Next

When name appears, click student name.

- **Jonathan Crossley** - Import: Rocky Mountain College - MT
- **Jonathan dup Crossley** - Import: Rocky Mountain College - MT

Type in school name and student's TE ID

Select name with the word DUP

Comments:	
Decision Comments:	
Delete Entry:	This **cannot** be undone ⦿ No ○ Yes
	Submit

Change to YES and hit submit

Edit/Delete Application Submission
This will only delete an application, not an enrolled student

Submission Deleted

All gone!