

Merging Duplicate Student Accounts



Note: Teacher accounts provide access to merge student accounts.

Step 1: Go to <http://aest.ag/certify/> and log in

Step 2: From the Overview screen click the “Student List” link under ‘Actions’ in ‘Your Schools’ section

Overview Your Schools Reports Exam Pricing Contact Us Account Log Out

Upcoming Exams	Date	Time	Location
AEST Demo Test Exam	today!	3:00 PM	IT Testing Location

Your Schools	Available Exam Credits	Your Role	Actions
IT Testing Location	451 credits	Teacher	Purchase Exam Credits Student List

i Need to schedule a new exam or find an old one? Select a school above first.

Step 2: Scroll to the bottom of the Student List and click “Merge Duplicate Student Accounts”

School Detail: IT Testing Location Available Exam Credits: 451

Exam Sessions Schedule an Exam Session Student List Purchase Exam Credits

Student Name	Username	Email	Date of Birth	Address
Bee, JoeJoe	joejoebee	jj@hotmail.com	4/4/2001	ak Hoih, FL 88223
Bob, Bill	billbob	billbob@ie.com	1/8/1991	12 BillBob way Lakeland, FL 33451

Create New Student Account Merge Duplicate Student Accounts

Step 3: In line 1, select the ‘Student Account’ to be **removed** and in line 2, select the ‘Student Account’ the account listed in line 1 will be **merged with**

School Detail: IT Testing Location Available Exam Credits: 451

Exam Sessions Schedule an Exam Session Student List Purchase Exam Credits Merge Student Accounts

1) Select the Student Account to be removed IT Test kid Test [username: ItTestKid]

2) Select the Student Account to merge the records into Another IT Test Kid [username: GrahamTestKid007]

Next

Step 4: Verify that the information is correct and click “Merge Student Accounts”; if the information is incorrect, click “cancel” on the bottom right side of the screen

School Detail: IT Testing Location Available Exam Credits: **451**


Exam Sessions Schedule an Exam Session Student List Purchase Exam Credits Merge Student Accounts

1) Select the Student Account to be removed IT Test kid Test [username: ItTestKid]

2) Select the Student Account to merge the records into Another IT Test Kid [username: GrahamTestKid007]

(Please review and confirm below)

Transfer All Student/Exam Records

From: IT-Test kid-Test [#18880] DOB: 4/1/1978 ItTestKid 500 Main-st-gainesville, FL 32606 Created on: 4/17/2018		To: Another IT Test Kid [#25910] DOB: 4/1/1978 GrahamTestKid007 55000 Main Gainesville, FL 32606 Created on: 5/11/2018
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Merge Student Accounts [cancel]

Step 5: You will receive a confirmation notice on the screen once the accounts are successfully merged

✔ The Student Accounts have been merged