

UID Enrollment Event Tracking will be available on April 2 (Replacement for Edit+/PET). Region 16 is training school districts on the process on March 27<sup>th</sup> (Webinar, 9am-11am, Session #659825). In preparation, the district can begin working on setting up the Enrollment Tracking email they will use for Enrollment Event Correspondence.

School districts must designate an email in AskTED – District Administration – Enrollment Tracking email. If the district doesn't set up the email ALL email correspondence associated with Enrollment Event Resolution will go to the Superintendent's email specified in AskTED.

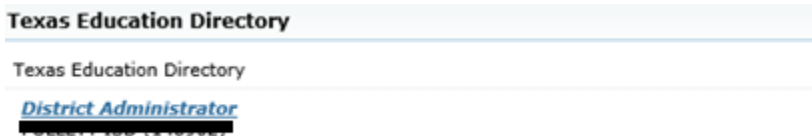
This setup requires 2 steps to be completed:

**STEP 1 (Setup of New Group Email Inbox):**

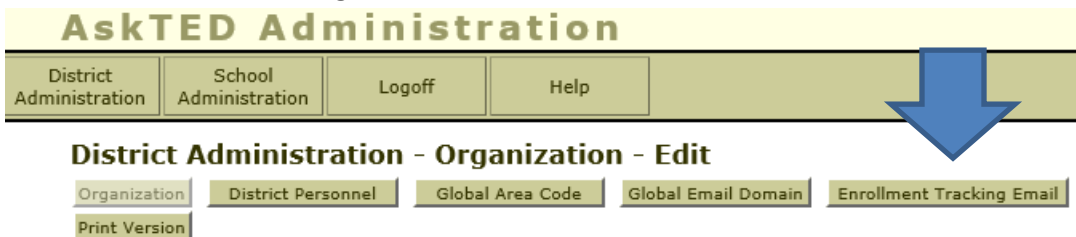
- Establish the Group Email Inbox to use:
  - If **Region 16 Network Services** manages email for your district:
    - A group email has been established. Refer to [Page 3 of this document](#) for your district's group email that has been set up.
    - Determine who needs to be given access to this email. Contact Debbie Civis @ (806) 677-5109 with the list of staff members who need access to the group email.
  - If **your district manages their own email**:
    - it is suggested you use the following pattern for the group email - Districtname\_ISD\_ETEVENT@
    - Then add the staff members who need access to receive emails sent to that address.

**STEP 2 (District AskTED Administrator sets the email):**

- AskTED admin logs into TEAL account and chooses AskTED application (Look for Texas Education Directory Application)



- Click on **Enrollment Tracking Email** Button



- **Enter district level Enrollment Tracking Email and click save.** The district level email address is the one established for your district in **STEP 1**. Leave School Level blank.



**District Administration - Enrollment Tracking Email**

 This information is used for Unique ID Enrollment Tracking. If school level email is not provided, the district level email will be used.

District: **AUSTIN ISD (227-901)**

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**District Level**

**Enrollment Tracking Email:**

Last Updated: 9/7/2017 10:18:46 AM by e227901m

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**School Level (Optional)**

**Select School:**

**Enrollment Tracking Email:**

School Number A	School Name A	School Enrollment Tracking Email		
227901017	AKINS H S	enrollment017@austrisd.org	<input type="button" value="Edit"/>	<input type="button" value="Delete Email"/>
227901002	AUSTIN H S	enrollment002@austrisd.org	<input type="button" value="Edit"/>	<input type="button" value="Delete Email"/>
227901006	REAGAN H S	enrollment006@austrisd.org	<input type="button" value="Edit"/>	<input type="button" value="Delete Email"/>

**Region 16 Network Services** manages email for the following districts and has established the group email to be used for UID Event Tracking email correspondence. This is the email the AskTED admin will enter in STEP 2.

<b>District</b>	<b>Group email addressed setup for your district</b>
Booker	booker_isd_etevent@region16.net
Bovina	bovina_isd_etevent@region16.net
Clarendon	clarendon_isd_etevent@clarendonisd.net
Groom	groom_isd_etevent@region16.net
Gruver	gruver_isd_etevent@gruverisd.net
Hedley	hedley_isd_etevent@hedleyisd.net
Panhandle	panhandle_isd_etevent@region16.net
Spearman	spearman_isd_etevent@region16.net
Spring Creek	springcreek_isd_etevent@region16.net
Sunray	sunray_isd_etevent@region16.net
Walcott	walcott_isd_etevent@region16.net
Wellington	wellington_isd_etevent@wellingtonisd.net
Wheeler	wheeler_isd_etevent@wheelerschools.net