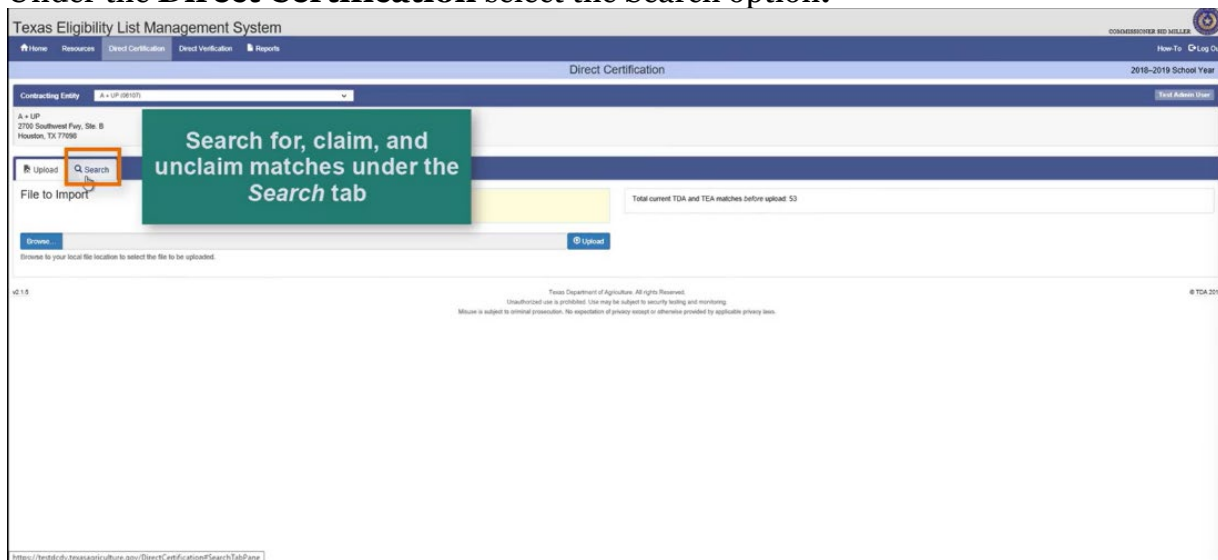




Individually Search, Claim or Un-claim a Student

Description: Using the Direct Certification Search function to view, claim and unclaimed matches.

In Texas ELMS, Navigate to **Direct Certification** at the top of the screen. Under the **Direct Certification** select the Search option.



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Search for students using the desired search method and entering the required information.

The screenshot shows the 'Texas Eligibility List Management System' interface. The 'Direct Certification' tab is selected. Under 'Contracting Entity', 'A + UP' is listed with address '2700 Southwest Frey, Ste. B, Houston, TX 77098'. The 'Search' section has a dropdown for 'Select a Search Type' with four options: 'Search by First & Last Name, and Date of Birth', 'Search by SSN and Date of Birth', 'Search by EDG #', and 'Search by TEA Unique ID'. A green callout box is overlaid on the 'Search by EDG #' option, stating: 'Next, select the type of search: First & Last Name with DOB, SSN and DOB, EDG# or UID'.

This screenshot shows the same interface as the previous one, but with 'Search by EDG #' selected. A green callout box states: 'In this example, we search by EDG#'. The 'EDG #' field is empty, and the 'Search' button is visible. The '2018-2019 School Year' is displayed in the top right corner.

Click the Claim/Unclaim button in the search results for each desired student to complete the desired action.