


Statewide Student Enrollment System (SSES)

This document provides instructions for logging in to SSES and generating the School Enrollment Roster.

Logging in to SSES

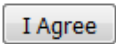
1. Login to SSES here: <https://sseasonline.k12.hi.us>
2. Enter your user name and password and click the  button. This will take you to the SSES information security and privacy agreement page.



Please identify yourself

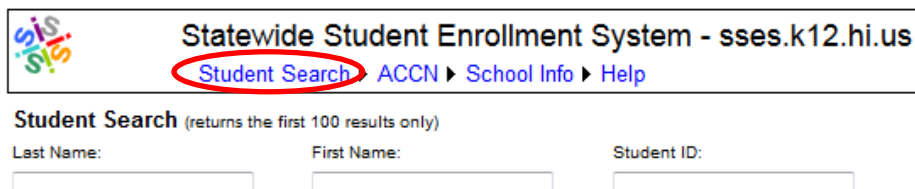
User Name: → *DOE ID number*
Password: → *DOE Lotus Notes password*

3. Read the DOE’s Acknowledgement of General Confidentiality Expectations document. You may view the document via this link: <http://bit.ly/conf-form>

If you agree to comply with the Acknowledgement of General Confidentiality Expectations, click the  button. This will take you to the SSES homepage.

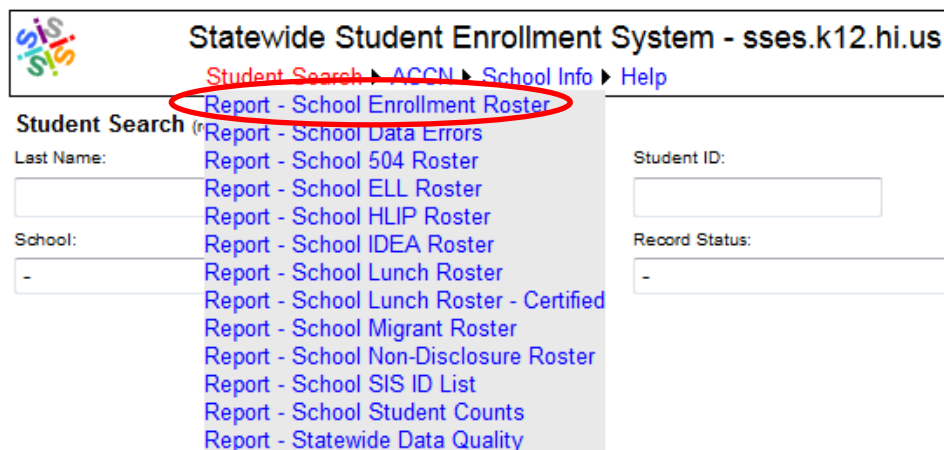
Accessing the School Enrollment Roster

1. On the SSES homepage, move your cursor over “Student Search” at the top left of the page. A list of reports will appear immediately below.



The screenshot shows the top navigation bar of the SSES homepage. The title is "Statewide Student Enrollment System - sses.k12.hi.us". Below the title is a navigation menu with "Student Search" circled in red, followed by "ACCN", "School Info", and "Help". Below the navigation bar is a "Student Search" section with the text "(returns the first 100 results only)". There are three input fields: "Last Name:", "First Name:", and "Student ID:".

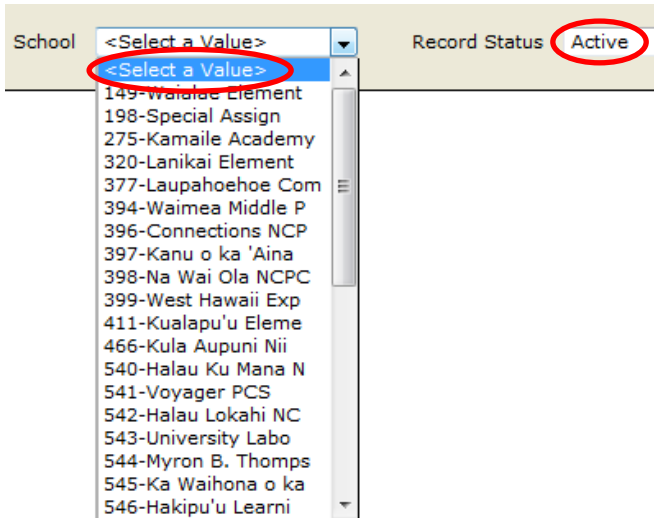
2. Click on “Report - School Enrollment Roster” at the top of the list. This will take you to the School Enrollment Roster page.



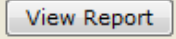
The screenshot shows the report selection menu that appears when the "Student Search" button is clicked. The title is "Statewide Student Enrollment System - sses.k12.hi.us". Below the title is a navigation menu with "Student Search" circled in red, followed by "ACCN", "School Info", and "Help". Below the navigation bar is a "Student Search" section with the text "(r". There is a list of reports, with "Report - School Enrollment Roster" circled in red. Other reports include "Report - School Data Errors", "Report - School 504 Roster", "Report - School ELL Roster", "Report - School HLIP Roster", "Report - School IDEA Roster", "Report - School Lunch Roster", "Report - School Lunch Roster - Certified", "Report - School Migrant Roster", "Report - School Non-Disclosure Roster", "Report - School SIS ID List", "Report - School Student Counts", and "Report - Statewide Data Quality". There are also input fields for "Last Name:", "School:", "Student ID:", and "Record Status:".

3. On the School Enrollment Roster page, select your school's name from the "School" drop-down menu on the left.

In the "Record Status" drop-down menu to the right, "Active" should already be selected. If not, select "Active."



The image shows a portion of a web form. On the left, there is a dropdown menu labeled "School" with the text "<Select a Value>" and a blue highlight on the first option, "<Select a Value>". Below this menu is a list of school names, including "149-Waialae Element", "198-Special Assign", "275-Kamaile Academy", "320-Lanikai Element", "377-Laupahoehoe Com", "394-Waimea Middle P", "396-Connections NCP", "397-Kanu o ka 'Aina", "398-Na Wai Ola NCPC", "399-West Hawaii Exp", "411-Kualapu'u Eleme", "466-Kula Aupuni Nii", "540-Halau Ku Mana N", "541-Voyager PCS", "542-Halau Lokahi NC", "543-University Labo", "544-Myron B. Thomps", "545-Ka Waihona o ka", and "546-Hakipu'u Learni". To the right of the "School" menu is another dropdown menu labeled "Record Status" with the text "Active" selected and circled in red.

4. Click on the  button at the far right to generate the School Enrollment Roster for all active (currently enrolled) students at the selected school.