

Avoiding Duplicate Student Accounts in



1 Under "Administration" tab, select "Students"

2 Under "Active" filter, select "All" to see both current and past students

3 Further search by name and/or email, or click "Submit" to look through a list of all students

The screenshot displays the 'Administration' section of the Essential Education platform. The top navigation bar includes 'Dashboard', 'Reports', 'Student Maps', 'Training', 'Free Resources', 'Administration', and 'Product (GED Academy)'. Below this, a secondary menu contains 'School Information', 'Teachers', 'Classes', 'Students', 'TABE Integration', 'Essays', and 'Messages'. The 'Students' option is highlighted with a red arrow and a callout box labeled '1'. The main content area features a 'Search Students' section with a '+ Add Student' button. Below this is a 'Filter By' section with dropdown menus for 'School', 'Class', 'Course', and 'Teacher'. The 'Active' filter dropdown is highlighted with a red box and a callout box labeled '2', showing 'All' selected. Below the filters is an 'And/Or Search By' section with search boxes for 'Last Name', 'First Name', 'Username/Email', and 'Phone Number'. The 'Last Name', 'First Name', and 'Username/Email' boxes are highlighted with a red box. At the bottom right, there is a 'Show 10 per page' dropdown and a 'Submit' button, which is also highlighted with a red box and a callout box labeled '3'. A magnifying glass icon is visible in the top left corner of the overall image.