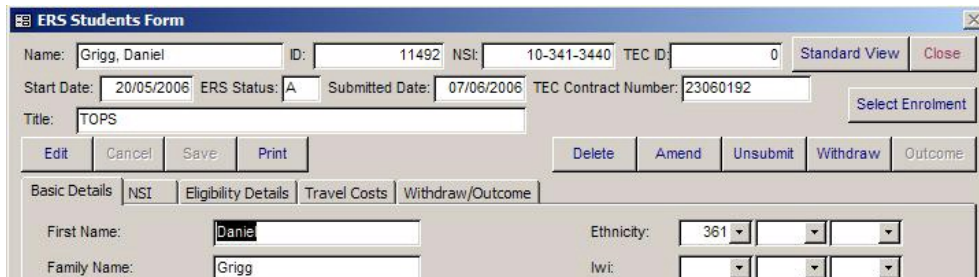


## Overview

The Amend transaction is to modify the contact details or travel costs information for a trainee who has already been placed on a programme.

1. In the ERS Students form **click** on the **Amend** button.



The screenshot shows the 'ERS Students Form' window. At the top, there are fields for Name (Grigg, Daniel), ID (11492), NSI (10-341-3440), and TEC ID (0). Below these are Start Date (20/05/2006), ERS Status (A), Submitted Date (07/06/2006), and TEC Contract Number (23060192). A 'Title' field contains 'TOPS'. A row of buttons includes Edit, Cancel, Save, Print, Delete, Amend, Unsubmit, Withdraw, and Outcome. Below the buttons are tabs for Basic Details, NSI, Eligibility Details, Travel Costs, and Withdraw/Outcome. The Basic Details tab is active, showing First Name (Daniel), Family Name (Grigg), Ethnicity (361), and Iwi.

2. Edit the student details (address, contact details, transport costs etc) as required.
3. **Click** on the **Commit** button.




The screenshot shows an 'Amend' dialog box with the following text: 'I confirm that: 1. I have completed and signed the declarations required by the learner's enrolment form. 2. The information I am submitting is complete and is exactly as it appears on the learner's enrolment form and supporting documentation, except for the correction of any obvious typographic errors (which have been noted on the enrolment form)'. Below the text is a checkbox labeled 'Please declare the above to be true:' which is checked. At the bottom are 'Cancel' and 'Save Amendment' buttons.

4. Confirm that the details of the student are true and correct.
5. Place a tick in the checkbox and **click** on the **Save Amendment** button.



The screenshot shows the 'Electronic Receiving System (ERS) Login' window. It has two input fields: 'User name:' and 'Password:'. Below the fields are 'Login' and 'Close' buttons. At the bottom, there is a note: 'If you have problems logging in with your username or password send an email to: [tertiary.help@minedu.govt.nz](mailto:tertiary.help@minedu.govt.nz)'.

6. You will be prompted to log into the ERS if you have not already done so.
7. The details will be submitted and confirmation will be displayed in the panel below.



The screenshot shows a confirmation message in a panel: 'SUCCESS (06/06/2006 4:19:49 p.m.)'.