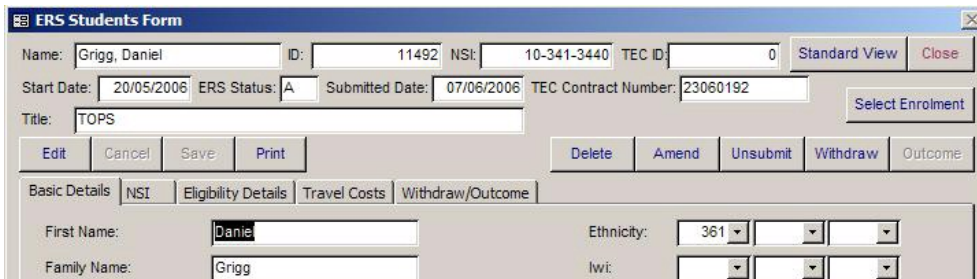


Overview

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.



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



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.



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.

