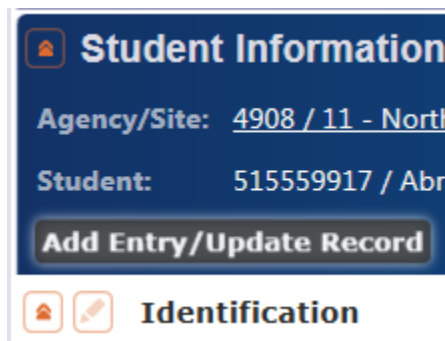# How to Manually Enter Entry & Update Records

1. In TE, on the **Records** menu, point to **Students**, and select **Demographics**.

2. In Student Demographics lister, open the record for the student that needs the new Update Record. (In this example, we will open the record for Isabel Martinez.

3. On the Student Information bar at the top, click **Add Entry/Update Record**.

4. This opens a blank screen with all of the fields from the Entry Record and Update Record scan forms.
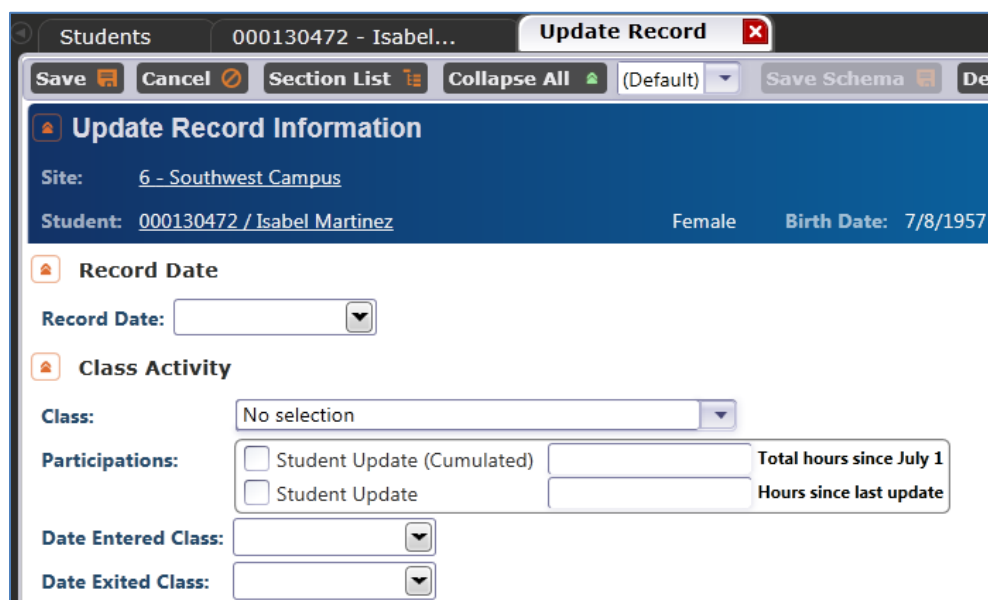
5. When you complete the form, click **Save**. You can enter all of the fields included in this window, or just enter one or two... either way clicking Save will add a new Class Record and/or Program Record for that student.

6. Use the Navigator bar to verify the record you just created (depending on what you entered, you can check Student Records, Class Records, or Program Records.)