



Email Functionality in UID

10.3

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- **Email Capability**
 - **Assists with enrollment event resolution**

- **LEA Sets Up a New Email Inbox**
 - **Should be a group inbox and not associated to a specific person**
 - Example: Learning_ISD_enrollment@learningisd.org
 - **Individual Inboxes may be setup for each campus (optional)**
 - Example: Learning_Elementary_enrollment@learningisd.org
 - Example: Learning_Middle_enrollment@learningisd.org
 - Example: Learning_HS_enrollment@learningisd.org



Email Setup for UID Enrollment Tracking

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1. The LEA Technology Staff will determine how the email address will be setup locally, determine who will be associated with the email, and set everything up locally.
2. The District AskTED Administrator will go into AskTED and set up the Enrollment Tracking Email information using the newly created email tab.
3. Charter schools will need to submit a TIMS ticket to get this set up in AskTED. Final details about this process will be released soon.



New Email Setup in AskTED

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- ❑ Email Addresses will be Entered and Maintained in AskTED by the District AskTED Administrator
- ❑ The AskTED Administrator will Log In to AskTED
- ❑ Next Click on the New Enrollment Tracking Email Tab

District Administration - Enrollment Tracking Email

Organization | District Personnel | Global Area Code | Global Email Domain | **Enrollment Tracking Email** | Consolidate | Schools

Print Version

i This information is used for Unique ID Enrollment Tracking. If school level email is not provided, the district level email will be used.

District: AUSTIN ISD (227-901)

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New Email Setup in AskTED

- District Level Enrollment Tracking Email Address is required
- All current active campuses will display, allowing for a campus specific Enrollment Tracking Email to be entered.
- Alternately, the District Level Enrollment Tracking Email will be copied to all campuses.

School Number	School Name	School Enrollment Tracking Email	Edit	Delete Email
227901017	AKINS H S	enrollment17@austined.org	Edit	Delete Email
227901002	AUSTIN H S	enrollment02@austined.org	Edit	Delete Email
227901006	REAGAN H S	enrollment06@austined.org	Edit	Delete Email