

Welcome to SCHOLAR!

Registration for staff and students will commence at the beginning of June

What to do now? Update your MIS on a regular basis

- 1. Action required** by the person responsible for data input to your MIS (SEEMIS or other MIS):

Students' options assigned

Classes set up

Teachers assigned to classes

Ensure the pupil/class data is up to date in the "Timetable Section" of SEEMIS

- 2. Action required** by schools:

SEEMIS Schools - NO ACTION required (SEEMIS send data direct to us weekly from **beginning of June**)

Non SEEMIS schools - send student and staff spreadsheets to ssreg@hw.ac.uk from the beginning of June

- 3. Action required** by SCHOLAR:

Staff and Student Passwords emailed **back to schools from 2/3rd week in June.**

Passwords - Staff and Students will receive an individual Password to access SCHOLAR materials if we have received correct information from your MIS.

If you require further information please contact Katy Oag 0131 451 4116 or email ssreg@hw.ac.uk.