

## Welcome to SCHOLAR!

Registration for staff and students will commence at the end of May.

**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 and e1):  
Students' options assigned  
Classes set up  
Teachers assigned to classes

**2. Action required** by schools:  
**SEEMIS Schools** - NO ACTION required (SEEMIS send data direct to us weekly from **end May**).  
**E1/Phoenix schools** - send student and staff spreadsheets to [ssreg@hw.ac.uk](mailto:ssreg@hw.ac.uk) from the end of May.

**3. Action required** by SCHOLAR:  
Staff and Student Passwords emailed **back to schools from week beginning 14 June**.

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

**Contact Brenda Laidlaw if you require further information- 0131 451 4002.**