

Merging duplicate student records

10 Steps [View most recent version](#) 

Created by

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Creation Date

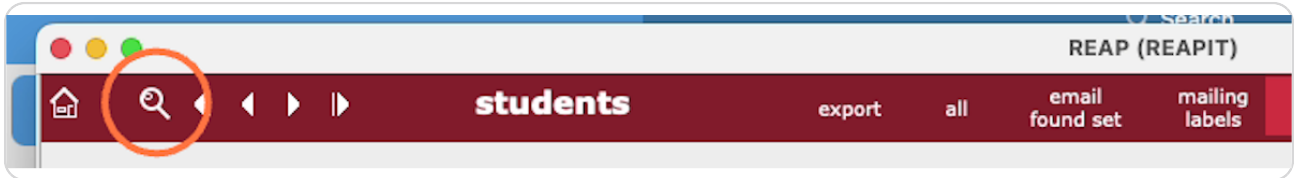
Jul 14, 2025

Last Updated

Mar 10, 2026

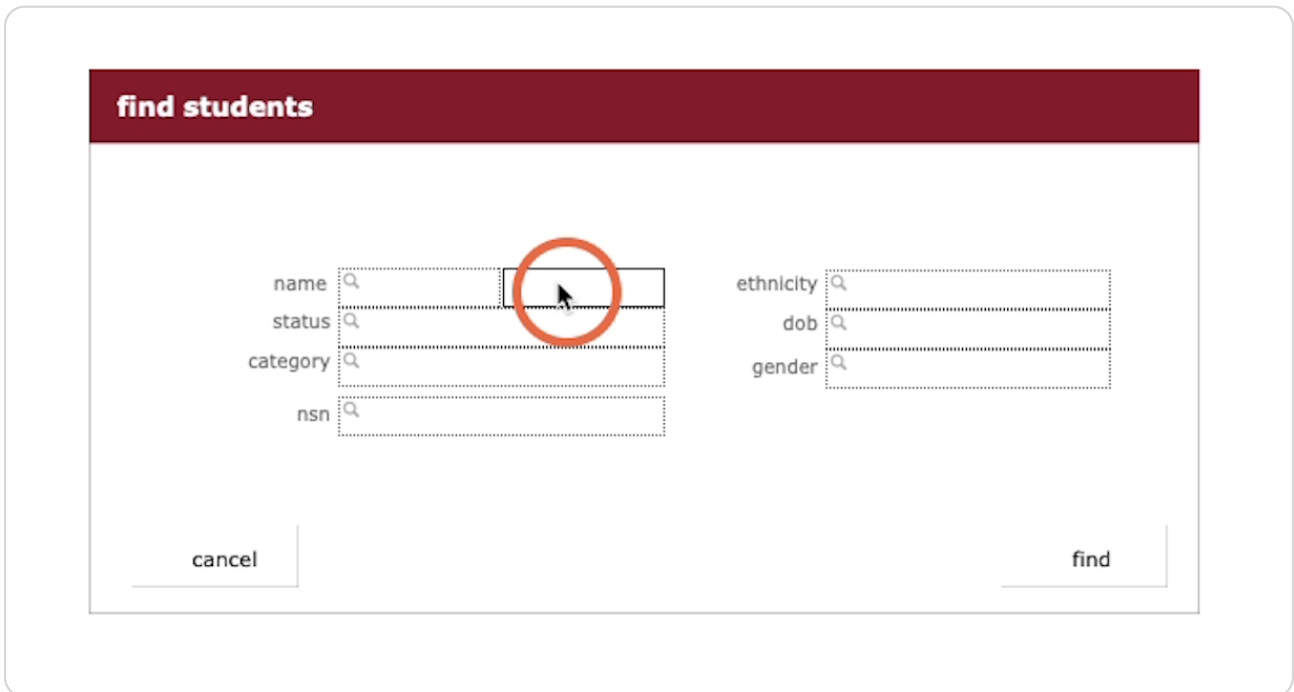
STEP 1

Click here to search for the student records.



STEP 2

Use the first and last name fields refine your search to the correct student.

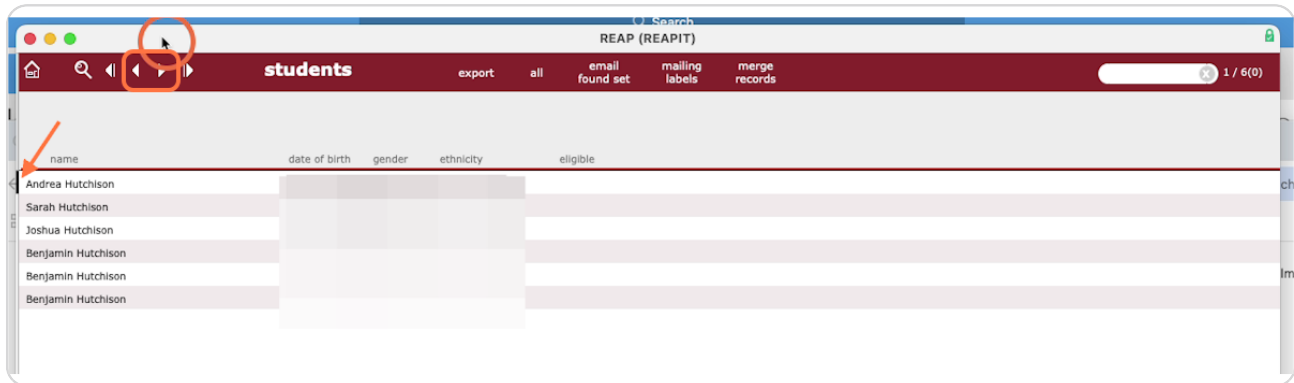


STEP 3

Remove the student records from the list that you don't want to merge. You need to select the records to be removed from the search.

Use the arrows at the top to move between student records. The black marker to the left of the student name indicated by the arrow shows the entry that is selected.

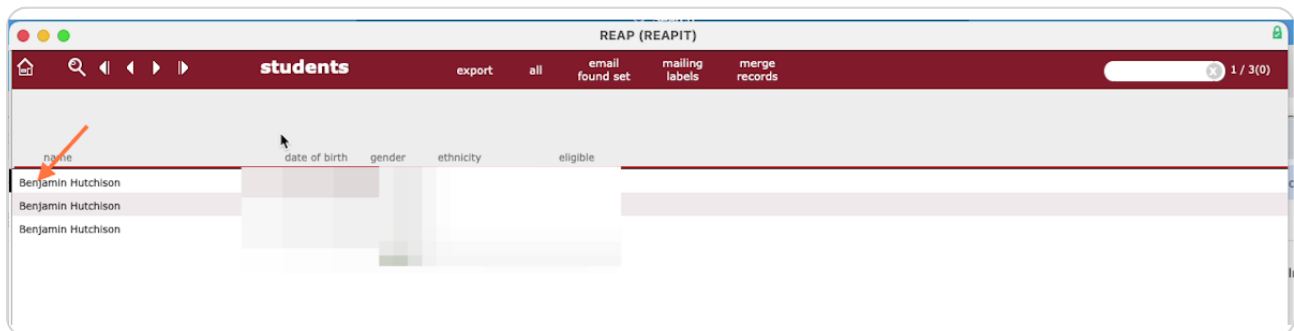
To remove the selected student from the list use [Control T on PC] or [Command T on a Mac]



STEP 4

Select the student record you wish to keep.

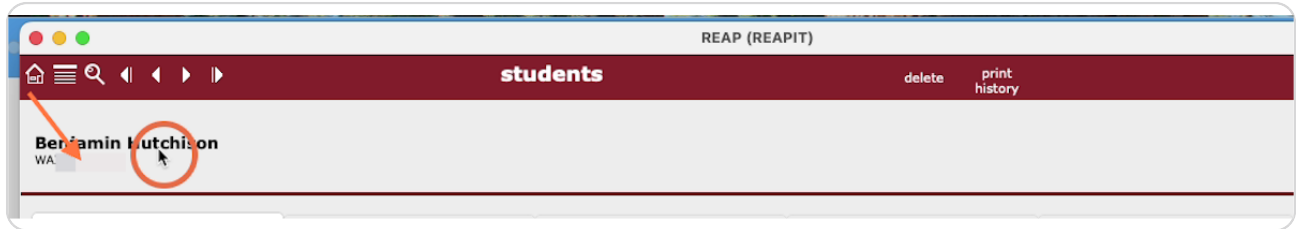
Once you have your list down to the files you are wanting to merge select the record at the top of the list, this will take you to their details tab.



STEP 5

Move through the records using the arrows to decide which student record you want to keep and merge the other records to.

Take note of the record numbers indicated by the arrow, and make a note of the record number you which to keep as the primary record, merging the others to.



STEP 6

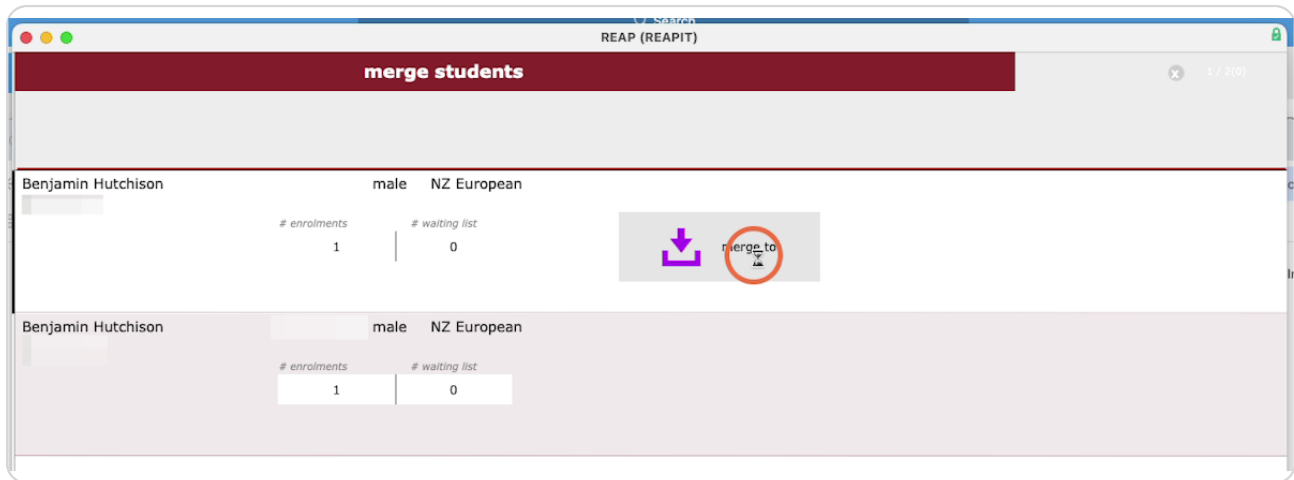
Merging records can only take place when you have two records on the list. When you have your two records select Merge Records.

NOTE: If you have a situation where there are more than two student records, remove one using [Control T on PC] or [Command T on a Mac]. You will need to repeat this search and merge process again to pick up the remaining record once you have completed your first merge.



STEP 7

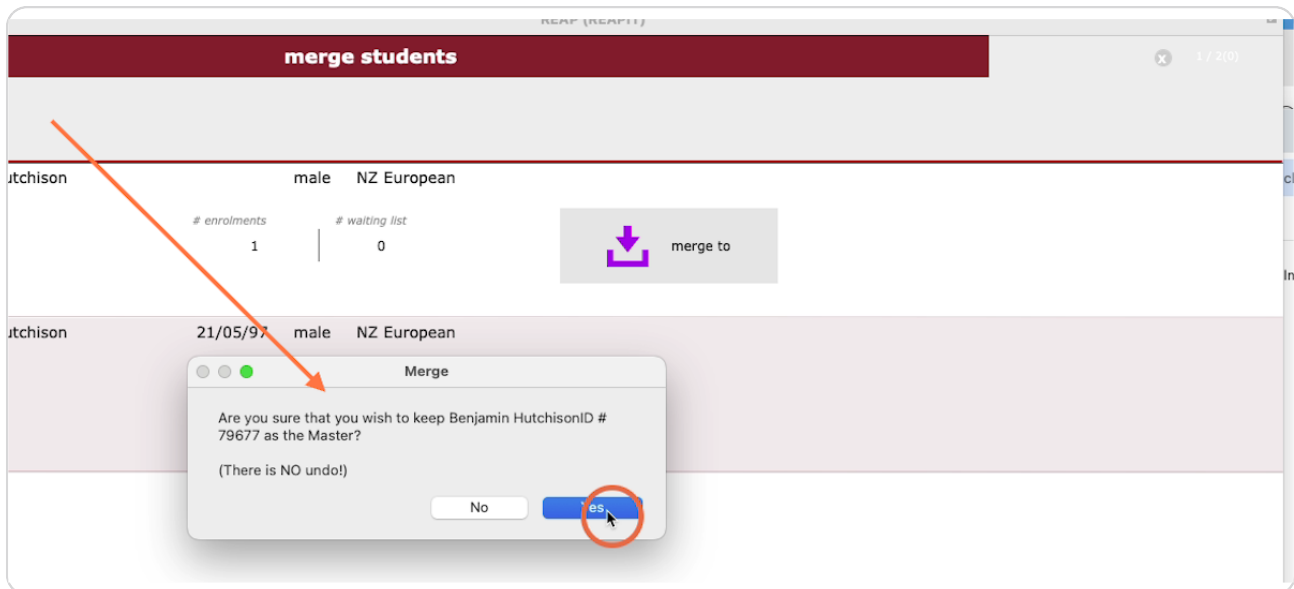
Click on the record you wish to keep, then select Merge to.



STEP 8

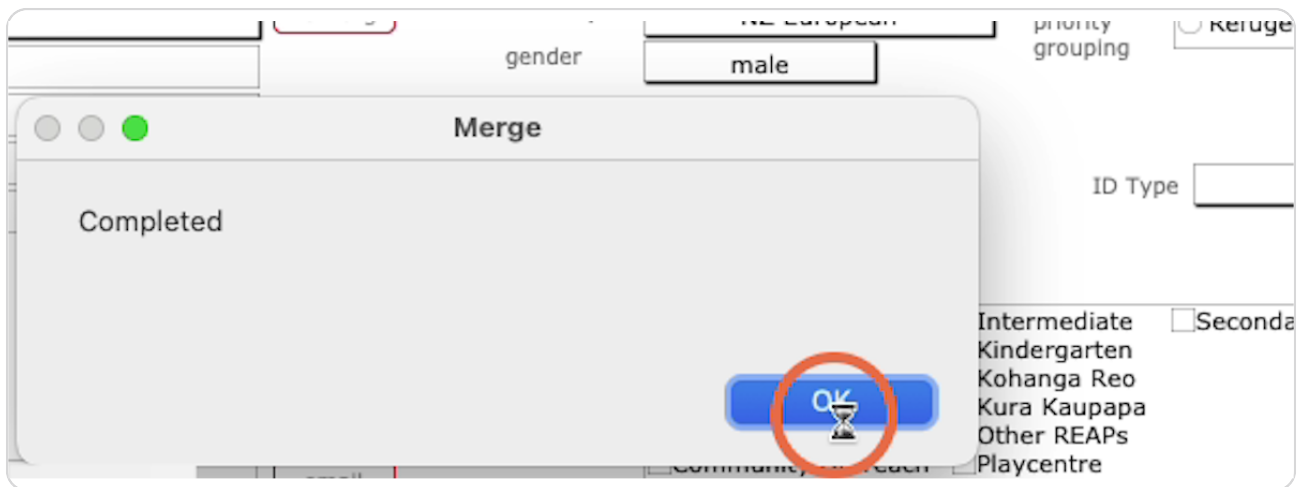
You will receive a confirmation message. Double check that the record number shown on this message is the one you wish to keep. Then select yes.

If it is not the record you wish to keep select No and then choose the other record.



STEP 9

Your student records are now merged.



STEP 10

If you initially had more than two student records, select search again to pick up the other record and repeat steps 2 to 8.

