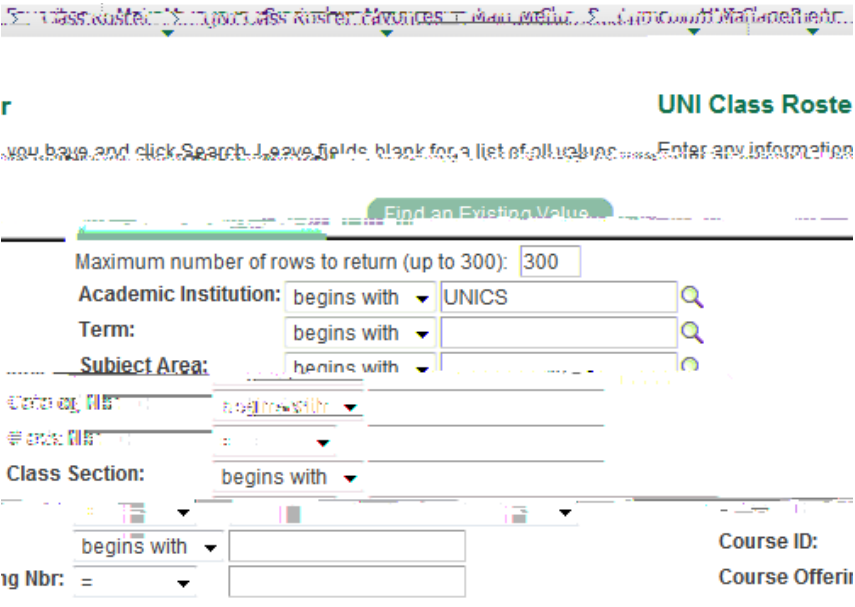## Updating a Student's Site ID

Purpose: Access the **UNI Class Roster** to update a student's Site ID.

Step	Action
1.	Navigate to **UNI Class Roster**: **Main Menu › Curriculum Management › Class Roster › UNI Class Roster**
2.	Enter the appropriate search criteria for the class you wish to view. Click the **Search** button. *Example:* ELEMECML 3122 61 ***Result:***

Step	Action
3.	Use the look-up button 🔍 in the **Site ID** field to select the desired Site ID. If you know the Site ID code, enter the code and tab out of the field to display the site description. *Tip:* In the Site ID Look-up window, filter by *County Code* to see all site/locations in that county.
4.	Once you have entered or selected the desired Site ID, click the **Save** button.