



STN Wizard

STN Wizard User Guide

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OKLAHOMA
Education

STN Wizard

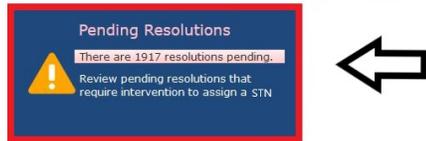
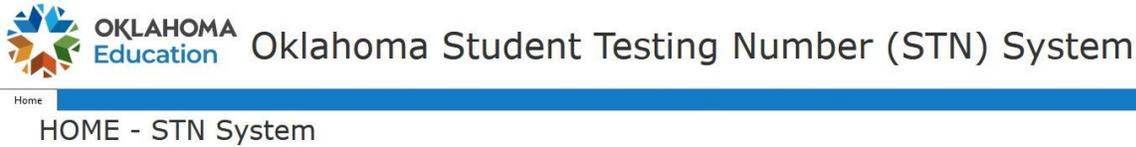
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Accessing STN Wizard

To access this application login to Single Sign-On (<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>). Once you have logged in locate the application titled “Oklahoma Student Testing Number (STN) System”

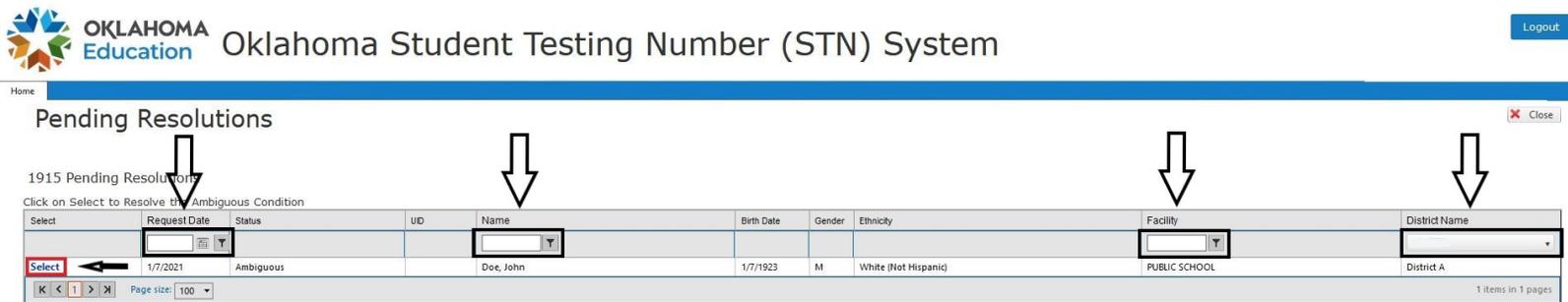
Welcome to the STN Wizard

Once you have accessed the STN Wizard click on the “Pending Resolutions” button located at the center-left of the screen.



Resolving Pending Conflicts

From this screen, you will view the students that currently have pending conflicts that need to be resolved. Locate a student from this screen and click on “Select” on the left-hand side of the student information. You may sort this information by either the “Requested Date”, “Name”, “Facility”, and “District Name”.



This will provide selected information with any possible matches that could be associated with the student. From here you will confirm if the matches are the same student, if not you begin the process to create a new STN for the selected student. By clicking “Select” then confirm the information before clicking on “Use This STN” on the confirmation popup.

Submitted Request

RequestDate	8/5/2020
Last Name	DOE
First Name	JOHN
Middle Name	
DOB	7/23/1923
Gender	Male
Race	White (Not Hispanic)
State Of Birth	OK
Contact Last Name	
Contact First Name	
Alias First Name	
Alias Last Name	
Local Id	990056
Country Of Birth	US
School Id	23K009245
StuPersonal RefId	EF2B060A-7A79-4E4A-BCED-A4002DD3A2D5

Possible Matching Records

Please review the possible matches below. If one of the possible matches is the desired ID click **Select**. If none of the possible matches is correct click the button to create a new ID for the requested record.

Action	Score	STN	Full Name	DOB	Gender	Race	Facility
Select	79.49 %	9154868459	DOE, JOHN	7/23/1923	M	White (Not Hispanic)	HIGH SCHOOL

Continue and Create a NEW UID

(Matching Records)

CONFIRM STN 9154868459

Please verify the selected UID record is to be used for the resolution of the possible match condition.

Attribute	Request Data	Existing UID Record
STN	Requested	9154868459
Full Name	DOE, JOHN	DOE, JOHN
Last Name	DOE	DOE
First Name	JOHN	JOHN
Middle Name		
DOB	7/23/1923	7/23/1923
Gender	Male	Male
Race	White (Not Hispanic)	White (Not Hispanic)
State Of Birth	OK	OK
Contact Last Name		
Contact First Name		
Alias First Name		
Alias Last Name		
Local Id	990056	99056
Country Of Birth	US	US
School Id	23K009245	23K009245
StuPersonal RefId	EF2B060A-7A79-4E4A-BCED-A4002DD3A2D5	737EE256-EE84-447D-9308-612E55BB3EDF

Use This STN
 Use This STN And Alias
 Cancel

(Confirmation Screen)

You will need to confirm the use of the STN on the next popup. Clicking "Yes" will update the information while clicking "No" will return you to the confirmation screen.

?

Are you sure you want to use this STN?

Yes
 No

If the student has had a legal name change and the information matches, then you would select “Use This STN and Alias” for the selected student.

CONFIRM STN 9154868459

Please verify the selected UID record is to be used for the resolution of the possible match condition.

Attribute	Request Data	Existing UID Record
STN	Requested	9154868459
Full Name	DOE, JOHN	DOE, JONATHAN
Last Name	JOHN	JONATHAN
First Name	DOE	DOE
Middle Name		
DOB	7/23/1923	7/23/1923
Gender	Male	Male
Race	White (Not Hispanic)	White (Not Hispanic)
State Of Birth	OK	OK
Contact Last Name		
Contact First Name		
Alias First Name		
Alias Last Name		
Local Id	990056	990056
Country Of Birth	US	US
School Id	23K009245	47J029523
StuPersonal Refid	EF2B060A-7A79-4E4A-BCED-A4002DD3A2D5	737EE256-EE84-447D-9308-612E55BB3EDF

Use This STN
 Use This STN And Alias
 Cancel

Like the previous process, you will need to confirm to use the alias. Clicking “Yes” will accept the information, while clicking “No” will return to the confirmation screen.

?

Are you sure you want to alias this record?

Yes
 No

If for any reason you have used the STN of an incorrect student or the student has multiple matches and are unsure of which is correct. Please reach out to the Office of Student Information. Information can be located in the “Frequently Asked Questions” section located [HERE](#).

Creating A New STN

If the student that populates does not match the information of the requested student a new STN will need to be created.

Submitted Request

RequestDate	8/5/2020
Last Name	DOE
First Name	JOHN
Middle Name	
DOB	7/23/1923
Gender	Male
Race	White (Not Hispanic)
State Of Birth	OK
Contact Last Name	
Contact First Name	
Alias First Name	
Alias Last Name	
Local Id	990056
Country Of Birth	US
School Id	23K009245
StuPersonal RefId	EF2B060A-7A79-4E4A-BCED-A4002DD3A2D5

Possible Matching Records

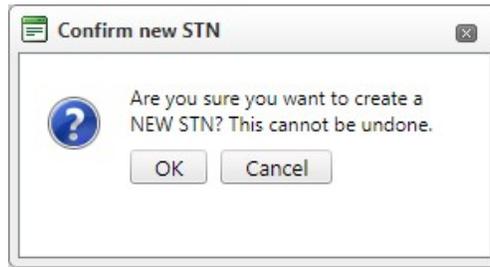
Please review the possible matches below. If one of the possible matches is the desired ID click **Select**. If none of the possible matches is correct click the button to create a new ID for the requested record.

Action	Score	STN	Full Name	DOB	Gender	Race	Facility
Select	75.49 %	7587179640	DOAN, JAMES	7/16/1924	M	White (Not Hispanic)	HIGH SCHOOL

Continue and Create a NEW STN



This will populate a confirmation before you may continue. Clicking “OK” will create a new STN for the student. Clicking “Cancel” will return you to the screen above.



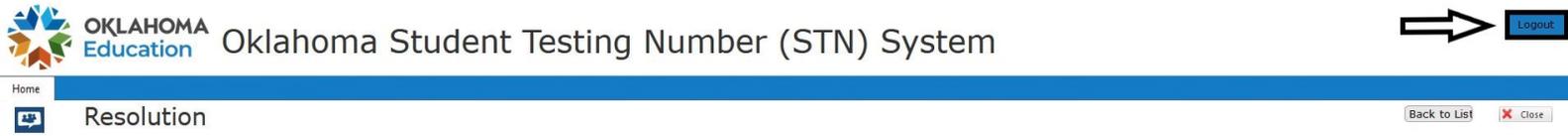
Once you hit “OK” you will receive a confirmation of the new STN that was created.

 TEST, STUDENT OSDE submitted on 8/9/2020 has been resolved to STN: 1001234567

Navigating the Application

In the top right of the screen, there are several options to choose from logout, close, and back.

When clicking “Logout” this will return you to Single Sign-on.



When clicking “X Close” this will return you to the homepage of the application.



When you have selected a student and are finished with assigning an STN from the possible matching, clicking on “Back to List” will return you to the full list of students that need resolutions.



Frequently Asked Questions

What is the STN Wizard?

The STN Wizard is an application viewable throughout the year and is used to resolve issues with a student's state testing number (STN). Students in this application do not automatically meet criteria for the creation of a new STN or the use of an existing STN.

How are STNs assigned?

STNs are assigned when a student enrolls in an accredited public school in Oklahoma. Once their enrollment information is entered into a local student information system (SIS) it is compiled into a record and sent to the Wave. If the Wave receives the student's record without error and that record includes all required data points used for matching, then it will automatically go through the STN Assignment Process, which attempts to match the submitted student's record to an existing student record.

Each record is given a score and if all possible matches to an existing student's record are below 75% then a new STN will be assigned to the student. If the student's record matches 100% to another student's record with an existing STN then the student will receive their old STN. If matches are between 99% - 75% then the student's record is sent to the STN Wizard.

For a visual explanation of the STN Assignment process, view the link below:

<https://sde.ok.gov/sites/default/files/documents/files/STN%20Assignment%20Process.pdf>

How is this report populated?

The report is a **current** view of the students that do not have an STN assigned to them by OSDE and have between a 99% - 75% match to an existing student's record after going through the STN Assignment Process. These students could not have their records updated automatically to assign a new or existing STN.

What are the possible issues that could stop an STN from being assigned?

The application checks to make sure that the student's record has valid information for the following fields: First Name, Middle Name, Last Name, Date of Birth, Race, Ethnicity, and Gender. If there are any issues regarding these fields, please resolve the issue in the local SIS. Any changes made in the local SIS will be updated within 24 hours on the Wave.

If you have issues updating information in your local SIS, please contact your vendor as the Oklahoma State Department of Education (OSDE) is not familiar with the technicalities in your system. The current data request schedule can be here:

https://sde.ok.gov/sites/default/files/documents/files/QuickGuide_RequestSchedule%28Plain%20English%29_1.pdf

Should I resolve to an old STN or assign them a new one?

If you are unsure if your student should receive an existing STN or be assigned a new STN ask yourself this question. If you had the student without an STN and the student with an STN in the same room, how many students would you have? If you answered two students, then the student without an STN should be given a new STN. If you answered one student, then you should resolve the STN to the

existing STN. If you have any questions, please contact the Office of Data and Information Systems office at (405)-521-3020 or studentdatainfo@sde.ok.gov.

What if I have an STN in my SIS but the student still shows on the wizard?

STNs must be assigned by OSDE. If a student appears in the STN wizard that means their current demographic record does not have a state assigned STN. It is possible that the STN may be in your SIS from a previous record, or if you recently switched SIS vendors, an import of data. If the matches in the wizard do not match the STN you have in your SIS please create a new STN and contact the Office of Data and Information Systems office at (405)-521-3020 or studentdatainfo@sde.ok.gov.

What if I have an STN in from a records request but none of the matches has that STN?

Create a new STN and contact the Office of Data and Information Systems office at (405)-521-3020 or studentdatainfo@sde.ok.gov with both STNs and a staff member will link their records so the student only appears in reports and your SIS with their original STN.

What if I have an STN in from a records request but none of the matches has that STN?

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