

Working with Multiple Campus or Multiple District Selection Lists

Question: How does a district registrar or viewer access each individual campus in TREx?

Answer: TREx provides campus views or access based on your TEASE TREx role and Organization number. If you are a Campus Registrar or Campus Viewer for a single campus, TREx allows you to access only files and transactions related to that one campus; you will not have an option to select another campus through the TREx drop list feature. Additionally, because an ESC Viewer works with all districts and campuses within their region, the TREx home page for this role does not include a drop list.

If you are a Viewer or Registrar for more than one campus or district, the TREx home page will include a drop-list to allow you to select and work with a specific institution for the following roles:

- Multi-Campus Registrar or Viewer working with more than one campus
- District Registrar or Viewer working with all campuses within a district
- Multi-District Registrar or Viewer working with campuses within more than one district

Following is a general description of the drop-list hierarchy:

- The multi-campus drop-list is organized alphabetically by campus names as assigned to the role
- The district drop-list is organized alphabetically by campus names for the full district.
- The multi-district drop-list is organized alphabetically by district name, under which the campuses are organized alphabetically by campus name within each district assigned to that role.

The campus/district drop-list are available from the TREx homepage only. To change campus or district views, you must access the drop-list from the TREx home page. Following are examples of various drop-lists:

Multi-Campus Drop List

The screenshot displays the TREx Texas Records Exchange System homepage. At the top, the user is logged in as Susann Wiener, and a dropdown menu for campus selection is open, showing options: ANDERSON H S, ANDERSON H S, AUSTIN H S, and REAGAN H S. The main content area is divided into several sections:

- Items Requiring Attention:** A list of items with icons and counts: Inbound Requests (0), Inbound Records/Transcripts (0), Rejected Outbound Requests (0), and Rejected Outbound Records/Transcripts (0). A Refresh button is below.
- Top 10 Record/Transcript Destinations:** A table showing the top destinations for records and transcripts.
- Records/Transcripts:** A list of actions: Send one record/transcript, Send multiple records/transcripts, View pending outbound records/transcripts (5), Manage records/transcripts, and View completed transactions.
- Requests:** A list of actions: Request a record/transcript and View pending outbound requests (0).
- Reporting:** A list of reports: Top 10 record/transcript sources, Top 10 record/transcript destinations, Top 10 request sources, Top 10 request destinations, and Campus Activity Summary.
- Administration:** A list of actions: Upload record/transcript legend.

A pie chart is also visible next to the Top 10 Record/Transcript Destinations table.

Recipient	%	Total
BOWIE H S (AUSTIN ISD)	81.8	9
ANGLETON H S (ANGLETON ISD)	9.1	1
REAGAN H S (AUSTIN ISD)	9.1	1

District Drop List

Address: https://wtrxtstbwb1b05.tea.state.tx.us/trex/home.do

TREx
Texas Records Exchange System

Susan Wiener

Campus | Logout

Search

Need Help?

Reporting

- Top 10 record/transcript sources
- Top 10 record/transcript destinations
- Top 10 request sources
- Top 10 request destinations
- Campus Activity Summary
- District Activity Summary

Records/Transcripts

View completed transactions

Top 10 Record/Transcript Destinations

Recipient	%	Total
WESTLAKE H S (EANES ISD)	28.6	4
WOODROW WILSON H S (DALLAS ISD)	21.4	3
WESTWOOD H S (ROUND ROCK ISD)	14.3	2
WOODROW WILSON DAEP (TEXAS CITY ISD)	7.1	1
UNIVERSITY OF TEXAS AT AUSTIN H S (UNIVERSITY OF TEXAS AT AUSTIN H S)	7.1	1
WESTLAKE ALTER (EANES ISD)	7.1	1
BOWIE H S (AUSTIN ISD)	7.1	1
ANDERSON H S (AUSTIN ISD)	7.1	1

Version 1.0.2.2

Done

Internet

Drop List:

- A MACEO SMITH H S
- A MACEO SMITH H S
- ADELLE TURNER EL
- ADULT BASIC ED-RED
- ADULT BASIC ED-STATE
- ALBERT S JOHNSTON EL
- ALEX SANGER EL
- ALEX W SPENCE MIDDLE
- ALL LEARNING CTRS
- AMELIA EARHART EL
- ANNE FRANK EL
- ANNIE WEBB BLANTON EL
- ANSON JONES EL
- ARBOR ACRE
- ARCADIA PARK EL
- ARLINGTON PARK EL
- ARTHUR KRAMER EL
- ARTURO SALAZAR ELEMENTARY
- ASCHER SILBERSTEIN EL
- B F DARRELL EL
- B H MACON EL
- BARBARA JORDAN EL
- BARBARA MANNS H S
- BAYLES EL
- BEN MILAM EL
- BENJAMIN FRANKLIN MIDDLE
- BILLY E DADE MIDDLE SCHOOL
- BIRDIE ALEXANDER EL
- BOOKER T WASHINGTON H S
- BOUDE STOREY MIDDLE
- BRYAN ADAMS H S

Multi-District Drop List

Address: https://wtrxtstbwb1b05.tea.state.tx.us/trex/home.do

TREx
Texas Records Exchange System

Susan Wiener

Campus | Logout

Search

Need Help?

Items Requiring Attention

- Inbound Requests: 9
- Inbound Records/Transcripts: 0
- Rejected Outbound Requests: 0
- Rejected Outbound Records/Transcripts: 0

Refresh

Top 10 Record/Transcript Destinations

Recipient	%	Total
THOMAS JEFFERSON H S (DALLAS ISD)	32.0	8
AUSTIN H S (AUSTIN ISD)	20.0	5
TEXAS SCHOOL FOR THE DEAF (TEXAS SCH FOR THE DEAF)	16.0	4
6TH GRADE CENTER (GREENVILLE ISD)	8.0	2
PEARCE H S (RICHARDSON ISD)	8.0	2
BERKNER H S (RICHARDSON ISD)	4.0	1
TRAVIS H S (AUSTIN ISD)	4.0	1
A MACEO SMITH H S (DALLAS ISD)	4.0	1
AKINS H S (AUSTIN ISD)	4.0	1

Drop List:

- ACES- ALTERNATIVE CENTER FOR ELEMENTARY STUDENTS
- UNDESIGNATED EL B
- UNDESIGNATED EL C
- WALNUT CREEK EL
- WEBB M S
- WIDEN EL
- WILLIAMS EL
- WINN EL
- WOOLDRIDGE EL
- WOOTEN EL
- ZAVALA EL
- ZILKER EL
- EA NES ISD**
- BARTON CREEK EL
- BRIDGE POINT EL
- CEDAR CREEK EL
- EA NES EL
- FOREST TRAIL EL
- HILL COUNTRY MIDDLE
- TRAVIS CO J J A E P
- VALLEY VIEW EL
- WEST RIDGE MIDDLE
- WESTLAKE ALTER
- WESTLAKE H S
- HOUSTON ISD**
- A A MILNE EL
- ALCOTT EL
- ALLEN EL
- ALMEDA EL
- ALTA ACADEMY
- ANDERSON EL

Administration

- Upload record/transcript legend
- View record/transcript legend
- Remove record/transcript legend

Done

Internet