DE-PST Maintenance

This form is to make modification to a student’s authorization that has been previously submitted. Changes include: amount paid per course, total amount paid, removing authorization for a course(s).

1. Go to https://etcentral.kellogg.edu, click on the Purple Icon at the bottom of the page to bring up the Ethos login page.
   • Enter the username and password you were given. Click Sign In at the bottom of the page.

2. Once logged in, click on the Forms and select DE-PST Maintenance.

3. Select Semester from the drop-down menu.

4. Only students with an existing PST that were already submitted will appear in the search. From the drop down menu Search for student, you may start typing their name for quicker navigation.

5. Using the drop down, choose what you are changing for this student.
   • Changing the amount paid per course(s) Enter the new total dollar amount.
   • Deauthorizing course(s) – chose from the list of courses. Click the + to deauthorize multiple courses.
   • Changing the total amount paid for semester – enter New Semester Total

6. Enter Counselor Name & Phone when finished Submit.

Still need help, Contact:
Dual Enrollment  (269) 565-2042
dualenrollment@kellogg.edu

Help Desk  (269) 965-4148
helpdesk@kellogg.edu

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