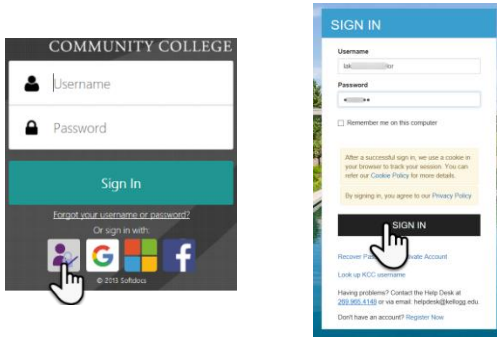


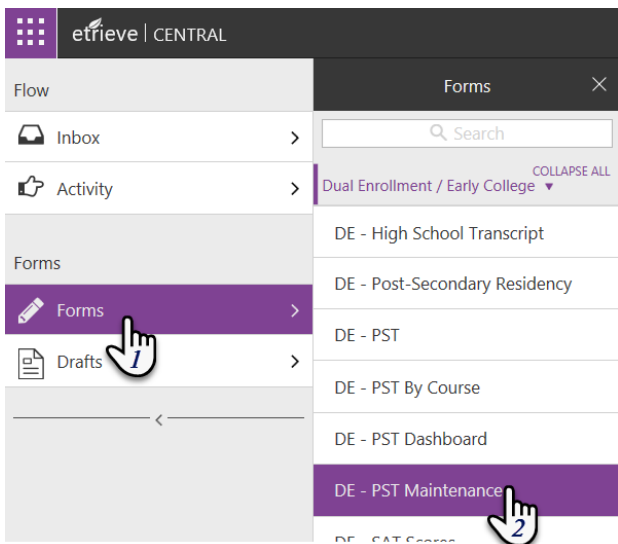
DE-PST Maintenance

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).

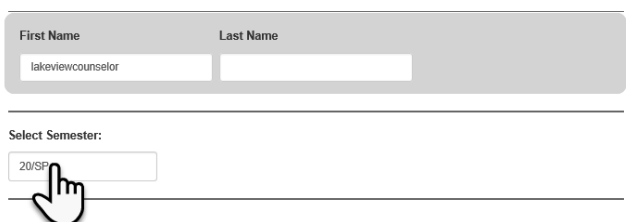
- Go to <https://etcentral.kellogg.edu>, click on the Purple Icon at the bottom of the page to bring up the Ethos login page.
- Enter the username and password you were given. Click **Sign In** at the bottom of the page.



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

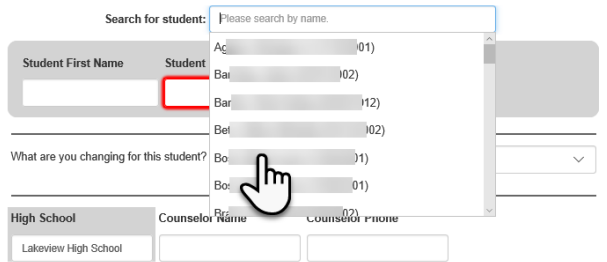


- Select **Semester** from the drop-down menu.



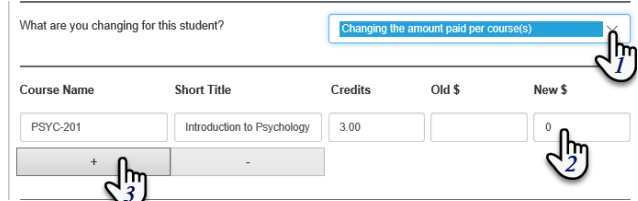
- Only students with an existing PST that were already submitted will appear in the search. From the drop down menu **Search for student**, you may start typing their name for quicker navigation.

Note: Only students with an existing PST that was submitted via Etrieve Forms for the semester selected will appear in this search. If you need to submit a new PST or add courses, please use the DE - PST form.

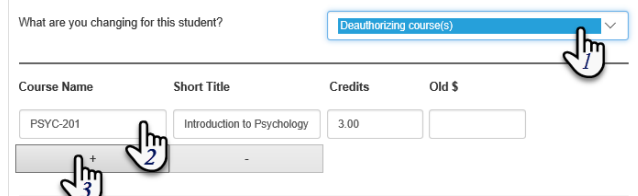


- Using the drop down, choose what you are changing for this student.

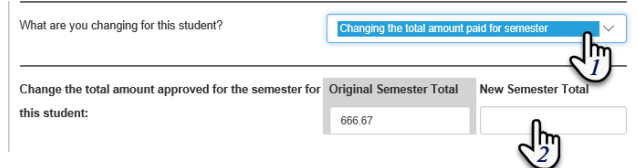
- Changing the amount paid per course(s)** Enter the new total dollar amount.



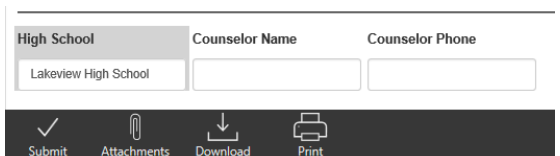
- Deauthorizing course(s)** – chose from the list of courses. Click the + to deauthorize multiple courses..



- Changing the total amount paid for semester** – enter New Semester Total



- 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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