Merging Duplicate Student Accounts

*Note:* Teacher accounts provide access to merge student accounts.

**Step 1:** Go to [http://aest.ag/certify/](http://aest.ag/certify/) and log in

**Step 2:** From the Overview screen click the “Student List” link under ‘Actions’ in ‘Your Schools’ section

**Step 2:** Scroll to the bottom of the Student List and click “Merge Duplicate Student Accounts”

**Step 3:** In line 1, select the ‘Student Account’ to be removed and in line 2, select the ‘Student Account’ the account listed in line 1 will be merged with.
Step 4: Verify that the information is correct and click “Merge Student Accounts”; if the information is incorrect, click “cancel” on the bottom right side of the screen.

Step 5: You will receive a confirmation notice on the screen once the accounts are successfully merged.

✅ The Student Accounts have been merged