1. At the top of the landing page, select the **Contracts** button on the navigation bar
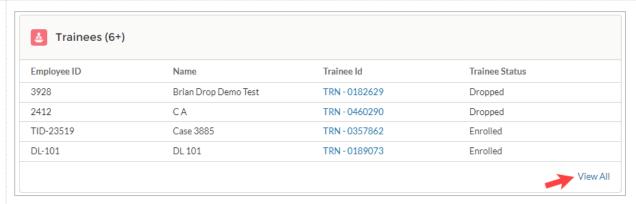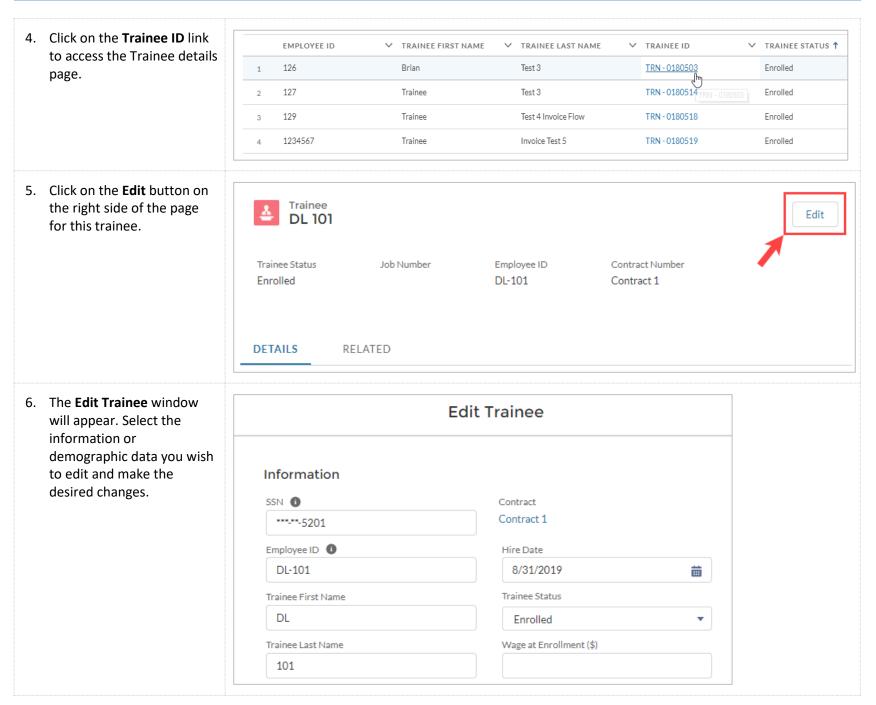

2. Click on the **View** link for the contract you would like to manually edit trainees. The system will take you to the Contract Details page of the selected contract

3. On the Contract Details Page, scroll down to the **Trainees** section and click on the **View All** button to open a list of all associated trainees

4. Click on the **Trainee ID** link to access the Trainee details page.		

	EMPLOYEE ID	TRAINEE FIRST NAME	TRAINEE LAST NAME	TRAINEE ID	TRAINEE STATUS ↑
1	126	Brian	Test 3	TRN - 0180503	Enrolled
2	127	Trainee	Test 3	TRN - 0180514	Enrolled
3	129	Trainee	Test 4 Invoice Flow	TRN - 0180518	Enrolled
4	1234567	Trainee	Invoice Test 5	TRN - 0180519	Enrolled

5. Click on the **Edit** button on the right side of the page for this trainee.

Trainee
DL 101

Edit

Trainee Status	Job Number	Employee ID	Contract Number
Enrolled		DL-101	Contract 1

DETAILS   RELATED

6. The **Edit Trainee** window will appear. Select the information or demographic data you wish to edit and make the desired changes.

Edit Trainee

Information

SSN ⓘ	Contract
***-**-5201	Contract 1

Employee ID ⓘ	Hire Date
DL-101	8/31/2019

Trainee First Name	Trainee Status
DL	Enrolled ▼

Trainee Last Name	Wage at Enrollment ($)
101	

7. When you are finished making changes, click the **Save** button at the bottom of the window.	Cancel Save
8. You will receive a success message stating, "Trainee was saved."	✓ Trainee was saved. ☒