# CASAS Program year Change Script

1. Login to the CASAS VM.
2. Copy the SQL file to the desktop of the CASAS VM.
3. Start SQL Server Management Studio
4. Select the TeOffline Database
5. Right click the database name > Tasks > Backup
   1. Make sure to choose a new file location/name than the default one.
6. Backup the database.
7. From the menu File > Open > File > Navigate to and select the SQL file on the desktop.
8. Once opened, confirm that the TeOffline database is the active database and run the script.
9. Once it completes, you should be able to log out of the VM.
10. Confirm that the webpage is still accessible.
11. You might need to do a new TEClient install, though the script only changed the program year variable so this might not be needed.

I’m basing these instructions on the old instructions we would recent. Please let me know if you run into issues or these instructions do not match what you are seeing and I’ll do my best to support.

This script file only does one thing to the SQL database and that is update the program year variable to the 2023-2024 fiscal year.



[CC BY 4.0](https://creativecommons.org/licenses/by/4.0/), unless otherwise noted.