QUICK ENROLL A STUDENT: ENROLL

This instruction guide will walk you through the process of quick enrolling a student into a course.

NAVIGATION

Use the following navigation to navigate to the Quick Enroll a Student Page:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Records and Enrollment
5. Click Enroll Students
6. Click Quick Enroll a Student
7. Click Add New Value

PROCESS

Use the following steps to enroll a student into a course:

1. Enter the student’s UFID
2. Enter the Academic Career
3. Enter the Term
4. Click the Add button
5. Enter the class number in the Clas Nbr field
6. Press the tab key to see the course code populate
7. Click the Submit button

8. Note the status has changed from Errors to Messages
   - The status may also change to Errors or Success. If it changes to errors, click the Errors link to review the error message. If it changes to Success, the student has been successfully registered
9. If the status has changed to Messages, click the Messages link to review the message
10. This message means the General Education requirement was set to Yes. This indicates the student was enrolled in the course successfully.

![Quick Enroll a Student](image)

**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

**Policies and Directives**
Office of the University Registrar
352-392-1374
registrar.ufl.edu