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 **Class 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 Pending to **Success.** The status may also change to **Errors** or **Messages**
   o If it changes to Success, the student has been successfully registered
   o If it changes to Errors, the enrollment action was not posted. Click the Errors link to review the error message
   o If the status has changed to Messages, click the Messages link to review the message
     • This message means the General Education requirement was set to Yes. This indicates the student was enrolled in the course successfully.