



Administration Web

To enroll an existing student:

Administration Web>

Administration tab>

Enrollments>

Enroll Existing Student>

First Name, Last Name, Search>

Click Select>

Check to make sure the correct school is showing up, Next>

Select desired contract, Next>

Select courses to enroll, Next>

To set Course Term please choose one of the following:

- Leave default Course Term as is.
- Enter the number of days desired. (Not to exceed max Course Term)
- Enter specific date for Course Term to end. (Not to exceed max Course Term)

To enroll a NEW student:

Administration Web>

Administration tab>

Enrollments>

Create Student and Enroll>

Select Customer* (only applicable if there is more than one school site)

Enter required fields, indicated with *

- When creating a username and password for the new student we recommend you use something similar to their first and last names, enter password and confirm.

Scroll to bottom to enter Student Contacts (parent/guardian). If the address and phone info is the same as the student, click **Copy Student Fields** and the information will populate.

Click Add Student Contact>

Next>

Select the appropriate Contract from the drop-down box. (Only applicable if your school has more than one contract)

At this point you can either add courses or click **Save Student and Finish Here**>

If adding courses select courses to enroll, Next>

To set Course Term please choose one of the following:

- Leave default Course Term as is.
- Enter the number of days desired. (Not to exceed max Course Term)
- Enter specific date for Course Term to end. (Not to exceed max Course Term)

To give an extension:

Administration Web>

Administration tab>

Enrollments>

Manage Enrollment>

First, Last Name, Search>

Click Edit next to desired course>

Scroll to bottom, click Add Extension>

Okay>

View Extension Date and # of Days at the bottom.

To drop an existing course:

Administration Web>

Administration tab>

Enrollments>

Manage Enrollment>

First, Last name, Search>

Click Edit next to desired course>

Enrollment State>

Dropped>

Enrollment State Reason>

Select the option that best fits>

Put an explanation in the Enrollment Notes box>

Add note>

Click Save and Exit.

To modify an existing enrollment Course Term:

Administration Web>

Administration tab>

Enrollments>

Manage Enrollment>

First, Last name, Search>

Click Edit next to desired course>

Under Course Term, add or reduce number of days. Or add an end date. (Not to exceed max)