

The following outlines for staff with responsibility for system operation may wish to look at all transactions within a specific date or date/time range can do so within Enrollment Request search.

The following job aid is for the Undergraduate career only.

1. Select **Records and Enrollment**.

2. Press **Enroll Students**.



3. Click **Enrollment Request Search**.



4. Select **Enrollment Request**.



5. Press the **Find an Existing Value** tab.



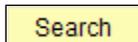
6. Insert Enrollment Request ID number in **Enrollment Request ID** textbox.

 Enrollment Request ID: begins with

7. Alternatively, if Enrollment Request ID is not known, insert Student ID in **ID** textbox.

 ID:

8. Press **Search**.



9. Update **Enrollment Request** appropriately.

**End of Procedure**