

**What is the Enrollment Request Search?**

This feature will be used by staff to search for specific enrollment request transactions, especially those created by students when using the Student Center to enroll in classes. This search will return the details for each transaction including the date and time it occurred, the enrollment action performed and its current status. In order to view the specific details of an enrollment request, such as an error message, users will obtain the

2.

You can choose to navigate either with the menu on the left of the screen or through the folders displayed on the main page.  
Click the **Enroll Students** link.



9. You can see the long list of items you can select. One way to customize your list is to select each item and put the items in the order you wish to view the information.

Click the **ID** item from the list.

10. Click the **Add To Sort** button.

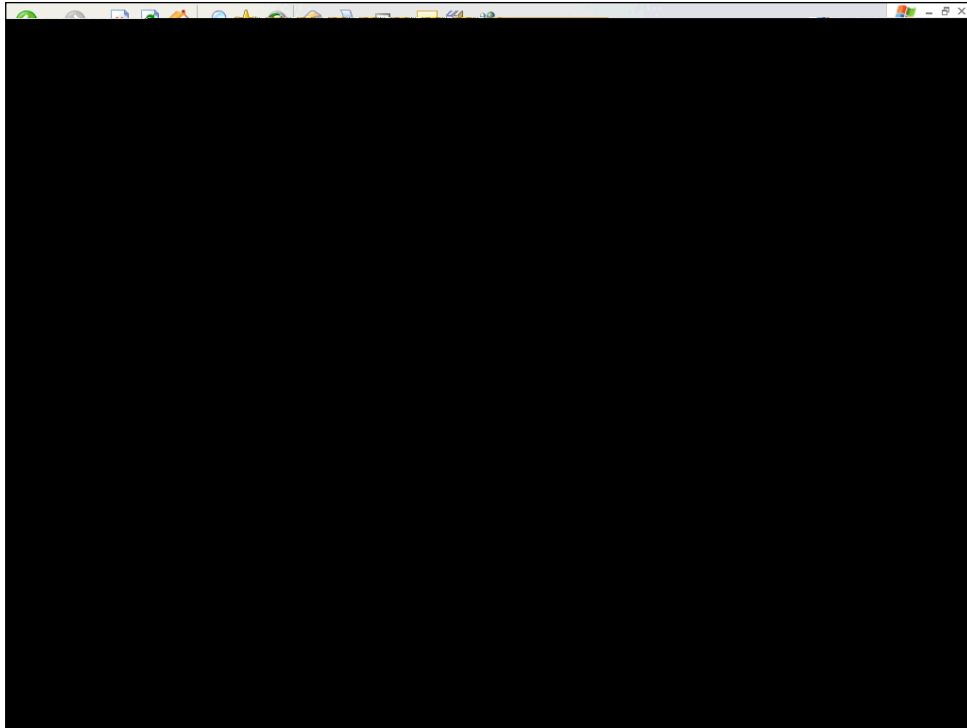
11. Select another item.

Click the Term item from the list.

12. Click the Add To Sort button.

13. You can move the item higher or lower in the list by highlighting it and clicking the

17.



Enter the desired information into the **Settings to Copy** field. Enter "**ENRL\_REQ\_SRCH\_RESULT\_DFLT1**".

18. Click the **OK** button.



