# Enrolling/Moving a Student who is Already in the System

## **New Student Registration**

* Enter the **DOC# in** both boxes
* A box will pop up that says **Are you sure?** – Click **Yes**
* A pop-up box will show the student’s DOC#, Name, and the facility they were in previously.
* Click **Yes, Continue** next to the Are you sure you want to review/continue with this student?
* Make sure the **Yes** button next to the “Is student currently enrolled in the selected program request number?
* Change the **Allocated Facility Name** to your facility
* **Program Type**
* **Full-Time/Short Term Program**
* **PID (Instructor)**
* **Program Request Date**
* **Program Enrollment Status**
* **Program Completion Status**
* **Program Start Date**
* **Projected Completion Date**

Save Changes