Processing Mass Enrollment Requests-111507

1. Navigate: 
   **Records and Enrollment > Enroll Students > Mass Enrollment.**

2. Either search for an existing Run Control ID for this process, or create a new Run Control ID.
   Click the **Add a New Value** tab.

3. Enter a name for this Run Control ID. Do not use blanks.
4. Click the **Add** button.

5. Use the **Mass Enrollment** page to post a group of enrollment requests.

   Although enrollment processing is designed for you to generate and post requests online, the system also provides this batch posting process as a means to speed data entry for registration officials who want to post large groups of enrollments at once rather than having to wait for the enrollment engine to post each request at the time it is made.

6. You specify enrollment requests by their **Enrollment Request IDs**. Note that a block enrollment request has a single **Enrollment Request ID** for all the student-class combinations in the block.

   To enter a single Enrollment Request ID, type it into the **From Enrollment Request ID** field and it will be automatically copied to the **To Enrollment Request ID** field.

   You can stack multiple **From** and **To** ranges of Enrollment Request IDs by adding rows.

7. Click the Look up **From Enrollment Request ID** button.
8. Click an entry in the **Enrollment Request ID** column.
9. Click the Look up To Enrollment Request ID button.
10. Click an entry in the **Enrollment Request ID** column.
11. To add another Enrollment Request ID range, click the **Add a new row** button.
12. Enter the desired Enrollment Request Range.
    Click the **Run** button.
13. Click the **OK** button.
14. Click the **Process Monitor** link.
15. Click the **Refresh** button from time to time until the **Run Status** is **Success**.
16. **End of Procedure.**