

New Program Enrollments

Whilst on your main page (dashboard), navigate to the top of the screen and click "Interactions". This opens a drop down menu, from which you click "Programs".

Find the program you wish to add enrollments for. If you don't see one, click "New Program" and create it.

Click "Enrollments" within the program you wish to add to.

Click "Add to". Fill out the user information.

- The user who is being added to enrollment.
- The effective date.
- Their role.

Note: All fields must be filled in.

Click "Save".

The enrollment should now appear. You may edit or delete the enrollment from here.

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