

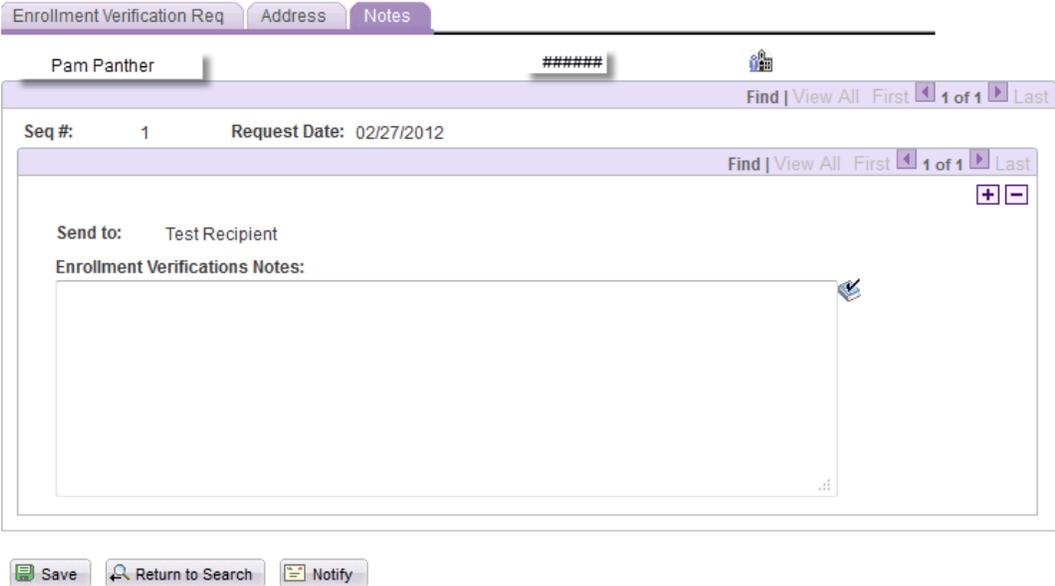
Requesting Enrollment Verification Reports

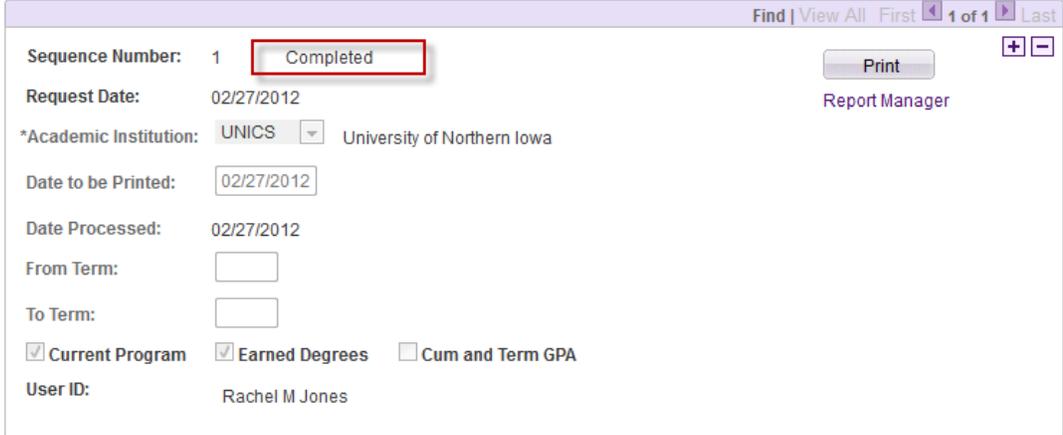
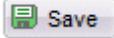
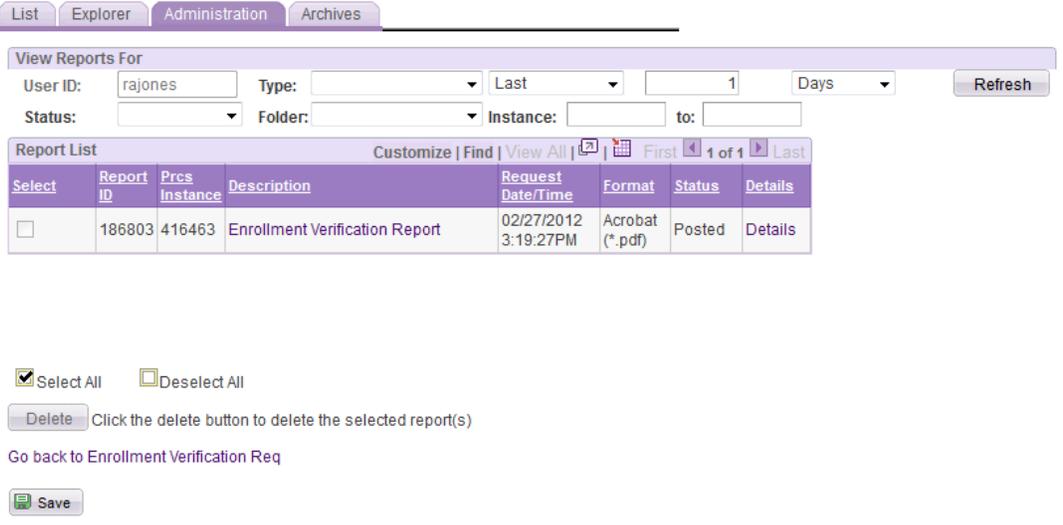
Purpose: Use the **Enrollment Verification** feature to view the history of a student’s enrollment verification requests and request enrollment verification reports for students. The following instructions describe how to request enrollment verification.

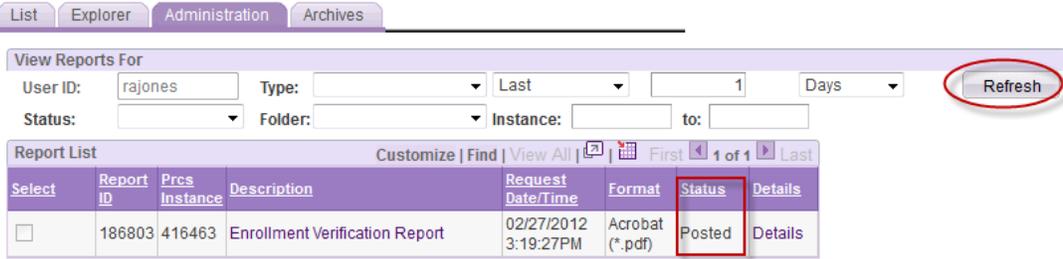
Step	Action
1.	<p>Navigate to the Enrollment Verification Request page: Main Menu > Records and Enrollment > Enrollment Verifications > Enrollment Verification</p> <p><i>Favorites</i> <i>Main Menu</i> > <i>Records and Enrollment</i> > <i>Enrollment Verifications</i> > <i>Enrollment Verification</i></p> <p>Enrollment Verification Req</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Maximum number of rows to return (up to 300): <input type="text" value="300"/></p> <p>ID: <input type="text" value="begins with"/></p> <p>Campus ID: <input type="text" value="begins with"/></p> <p>National ID: <input type="text" value="begins with"/></p> <p>Last Name: <input type="text" value="begins with"/></p> <p>First Name: <input type="text" value="begins with"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>
2.	<p>Enter the desired search criteria. Click the Search button.</p> <p>Result: The <i>Enrollment Verification Req</i> tab displays.</p> <p><i>Enrollment Verification Req</i> <i>Address</i> <i>Notes</i></p> <p>Pam Panther <input type="text" value="#####"/></p> <p>Find View All First 1 of 1 Last</p> <p>Sequence Number: 1 On Request <input type="button" value="Print"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Request Date: 02/27/2012 Report Manager</p> <p>*Academic Institution: UNICS University of Northern Iowa</p> <p>Date to be Printed: <input type="text" value="02/27/2012"/> <input type="button" value="B"/></p> <p>Date Processed:</p> <p>From Term: <input type="text"/> <input type="button" value="Q"/></p> <p>To Term: <input type="text"/> <input type="button" value="Q"/></p> <p><input checked="" type="checkbox"/> Current Program <input checked="" type="checkbox"/> Earned Degrees <input type="checkbox"/> Cum and Term GPA</p> <p>User ID: Rachel M Jones</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p>



Step	Action
3.	<div data-bbox="354 323 1416 903"> </div> <p data-bbox="354 940 665 976">Complete the following:</p> <ul data-bbox="354 982 1404 1207" style="list-style-type: none"> • Request Data – If the Request Date is today’s date, this is the first request. If it is prior to today’s date, use the add row button  to add a new request. • From/To Term – If you wish to view all terms, leave blank. Enter term parameters to see specific terms. • Current Program, Earned Degrees, Cum and Term GPA checkboxes – Select to include each item in the report.
4.	<p data-bbox="354 1226 641 1260">Click the <i>Address</i> tab.</p> <div data-bbox="354 1291 1416 1879"> </div>

Step	Action								
5.	<p>If you are sending the report, complete the following:</p> <table border="1" data-bbox="354 384 1419 915"> <thead> <tr> <th data-bbox="354 384 699 422">If you are sending to...</th> <th data-bbox="699 384 1419 422">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="354 422 699 594">the student</td> <td data-bbox="699 422 1419 594"> <ul style="list-style-type: none"> • Select the Send to Requestor checkbox (this populates the Send to field) • Select the Address Type (once selected the Verify Address page displays) • Click the OK button </td> </tr> <tr> <td data-bbox="354 594 699 766">an external org</td> <td data-bbox="699 594 1419 766"> <ul style="list-style-type: none"> • Select the Specify External Org ID checkbox (the Org ID and Location fields display) • Use the field search to populate the <i>Org ID</i> and <i>Location</i> (the Address will display) • If needed, use the Edit Address link to modify </td> </tr> <tr> <td data-bbox="354 766 699 915">other</td> <td data-bbox="699 766 1419 915"> <ul style="list-style-type: none"> • Enter the recipient's name in the Send to field • Select the appropriate <i>Country</i> • Click the Edit Address link, enter the address • Click the OK button </td> </tr> </tbody> </table> <p><i>Note:</i> Clean Address feature checks the address. If the address is correct and Clean Address prompts you to update, select the Override Address Verification box.</p>	If you are sending to...	Then...	the student	<ul style="list-style-type: none"> • Select the Send to Requestor checkbox (this populates the Send to field) • Select the Address Type (once selected the Verify Address page displays) • Click the OK button 	an external org	<ul style="list-style-type: none"> • Select the Specify External Org ID checkbox (the Org ID and Location fields display) • Use the field search to populate the <i>Org ID</i> and <i>Location</i> (the Address will display) • If needed, use the Edit Address link to modify 	other	<ul style="list-style-type: none"> • Enter the recipient's name in the Send to field • Select the appropriate <i>Country</i> • Click the Edit Address link, enter the address • Click the OK button
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6.	<p>The number of copies defaults to 1. Change if needed.</p> <p><i>Note:</i> To send to multiple recipients, use the add row button  on the Address tab.</p>								
7.	<p>Click the Notes tab. Use the Notes page to add an optional free-form message to be included on the student's printed enrollment verification report. The message can be unique to each recipient of the report.</p>  <p>The screenshot shows the 'Notes' tab selected in the 'Enrollment Verification Req' interface. The user 'Pam Panther' is logged in. The request details are: Seq #: 1, Request Date: 02/27/2012. The 'Send to' field is populated with 'Test Recipient'. Below this is a large text area for 'Enrollment Verifications Notes' with a blue checkmark icon in the top right corner. At the bottom of the page are buttons for 'Save', 'Return to Search', and 'Notify'.</p>								

Step	Action
8.	Click the <i>Enrollment Verification Req</i> tab.
9.	<p>Click the Print button to process the request. </p> <p>Result: The status changes from On Request to Completed.</p>  <p>The screenshot shows a form with the following details: Sequence Number: 1, Request Date: 02/27/2012, Academic Institution: UNICS University of Northern Iowa, Date to be Printed: 02/27/2012, Date Processed: 02/27/2012, From Term: (empty), To Term: (empty), Current Program (checked), Earned Degrees (checked), Cum and Term GPA (unchecked), User ID: Rachel M Jones. A red box highlights the 'Completed' status in the top right corner.</p>
10.	<p>Click the Save button. </p>
11.	<p>Click the Report Manager link</p> <p>Result: The <i>Administration</i> tab displays with the Enrollment Verification Report.</p>  <p>The screenshot shows the Report Manager interface with the Administration tab selected. It includes a 'View Reports For' section with filters for User ID (rajones), Type, Last, Days, Status, Folder, and Instance. Below is a 'Report List' table with one entry: Enrollment Verification Report (Request Date/Time: 02/27/2012 3:19:27PM, Format: Acrobat (*.pdf), Status: Posted). At the bottom, there are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button.</p>

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12.	<p>Click the Refresh button until the status displays “Posted”</p>  <p>The screenshot shows a web interface with tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Under 'View Reports For', there are fields for 'User ID' (rajones), 'Type', 'Last', 'Days', 'Status', 'Folder', and 'Instance'. A 'Refresh' button is circled in red. Below is a 'Report List' table:</p> <table border="1" data-bbox="358 562 1177 653"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>186803</td> <td>416463</td> <td>Enrollment Verification Report</td> <td>02/27/2012 3:19:27PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	186803	416463	Enrollment Verification Report	02/27/2012 3:19:27PM	Acrobat (*.pdf)	Posted	Details
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13.	<p>Click the Enrollment Verification Report link.</p> <p>Result: The Enrollment Verification report opens in as a PDF. Use the Adobe toolbar to print the report.</p>																