

Online Course Enrollment User Instructions



Navigate in your web browser to Attend.kresa.org



KRESA County-wit

Please Login	Michigan Collabo
Role Administrative	Address the inform
Login ID Password	Allegan Area
Login	Lewis (St. Joseph Cou

Choose the Administrative Role and enter your log-in information. Contact EFE (250-9305) for help with log-in credentials.

Enrollment





Online Course Enrollment

User Instructions



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- 1. Click on the Program drop down menu to filter for EFA, EFE, or EMC courses.
- 2. From the Course menu, choose the course you would like to enroll the student.
- 3. The course detail provides class time and notes specific to the class.
- 4. Filter the student list by first letter of the last name then select the student you wish to enroll.



- 5. Click the **Enroll Selected** button, and the student will be enrolled in the course shown or put on the wait list if all slots are taken.
 - a. Non-public, homeschooled, or newly enrolled students may need to be <u>Added New.</u>



Online Course Enrollment User Instructions



Please <u>REVIEW</u> the student's personal information before clicking the <u>CONTINUE</u> button. EFA, EFE, and EMC use this information for spring orientation invitations, back to school letters, etc.). Please help to ensure this information is as correct as possible during the enrollment process.

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State	MI			e.g. School student att	ends.	
Zip Code	49002					
Phone		(a/c & number)				

*Clicking the Continue button will enroll the student.

VIEW AND MANAGE ENROLLED STUDENTS

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Online Course Enrollment





By clicking on the **<u>Enrolled</u>** tab you can view the list of enrolled students, drop or move students to the wait list, and view the number of slots available to your district.

MONITOR ENROLLMENT WITH REPORTS

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From the Modules Menu, choose **Online Enrollment – Reports**

Here you can quickly see how many slots are available in each course, the number of wait list students, and view your students enrolled in each class. Filter this list to display students or not display students. You can also filter by choosing EFA, EFE, or EMC from the "Course Type" drop down menu.

Use this report during Open Enrollment* to see where open slots remain, as well as the number of students on wait lists for all countywide programs.

As a reminder, Open Enrollment occurs for all classes after the deadline for using slots. At this time slots are no longer reserved and all open seats are open on a first come, first served basis.