

# Adding and Enrolling a Student (ERS)

## Overview

The Electronic Receiving System (ERS) is a method for training providers offering targeted funding programmes to exchange data with TEC.

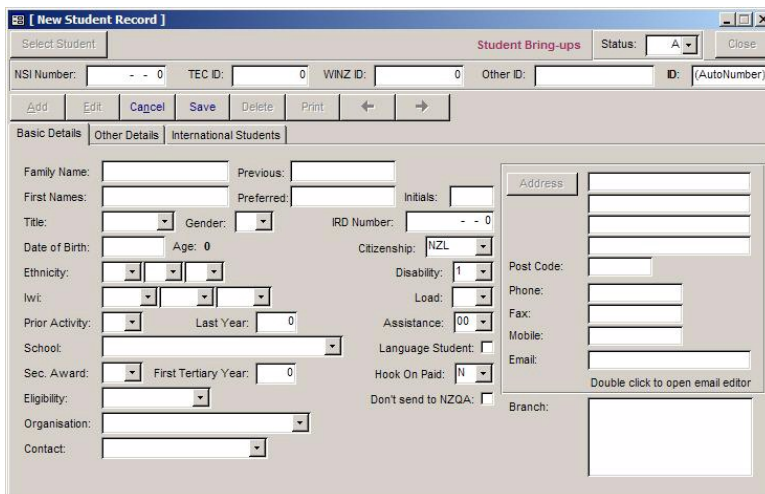
The ERS interface in Take2 provides a link between the Nipper and TEC and so data entered into the student management system is directly sent to TEC.

## Adding and Enrolling a student

The enrol transaction will submit details about the student and the enrolment to TEC.

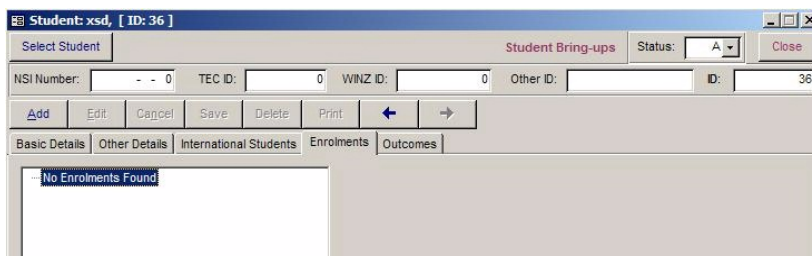
A student must be submitted using this transaction before you are able to perform any of the other transactions, therefore this must be the first transaction you use after enrolling the student.

1. In the Main Module **click** on the **Student Management** button.
2. **Click** on the **Students** button.
3. Enter in the details of the student



The screenshot shows the 'New Student Record' window. It has a title bar with 'New Student Record' and standard window controls. Below the title bar is a 'Select Student' button and a 'Student Bring-ups' section with a 'Status' dropdown and a 'Close' button. The main area contains several input fields: NSI Number, TEC ID, WINZ ID, Other ID, and ID (AutoNumber). Below these are buttons for 'Add', 'Edit', 'Cancel', 'Save', 'Delete', and 'Print'. The form is divided into tabs: 'Basic Details', 'Other Details', and 'International Students'. The 'Basic Details' tab is active and contains fields for Family Name, First Names, Title, Date of Birth, Ethnicity, Iwi, Prior Activity, School, Sec. Award, Eligibility, Organisation, Contact, Previous, Preferred, Initials, Gender, IRD Number, Citizenship, Disability, Load, Assistance, Language Student, Hook On Paid, Don't send to NZQA, and a Branch field. There is also an 'Address' section with fields for Post Code, Phone, Fax, Mobile, and Email.

4. **Click** on the **Save** button.
5. **Click** on the **Enrolment** tab.



The screenshot shows the 'Student: xsd, [ ID: 36 ]' window. It has a title bar with 'Student: xsd, [ ID: 36 ]' and standard window controls. Below the title bar is a 'Select Student' button and a 'Student Bring-ups' section with a 'Status' dropdown and a 'Close' button. The main area contains several input fields: NSI Number, TEC ID, WINZ ID, Other ID, and ID (36). Below these are buttons for 'Add', 'Edit', 'Cancel', 'Save', 'Delete', and 'Print'. The form is divided into tabs: 'Basic Details', 'Other Details', 'International Students', 'Enrolments', and 'Outcomes'. The 'Enrolments' tab is active and shows a message: 'No Enrolments Found'.

6. **Click** on the **Add** button.

7. **Click** on the **Ad Hoc Enrolment** or **Pattern Enrolment** buttons to enrol the student. Alternatively you can group enrol a number of students if you wish.
8. Enrol your student(s) into your TOPS or Youth Training programme. Ensure that your offered TOPS and/or Youth Training programme has a valid TEC Contract Number.

Award Category:	<input type="text"/>		
Alternative Provider Code:	<input type="text" value="0000"/>		
TEC Contract:	<input type="text" value="35050007"/>	Start Date:	<input type="text" value="17/02/2005"/>
		Finish Date:	<input type="text" value="16/12/2005"/>
Places:	<input type="text" value="12"/>		
Maximum Places:	<input type="text" value="20"/>		
Formal Status:	<input type="text" value="Formal Qualification"/>		