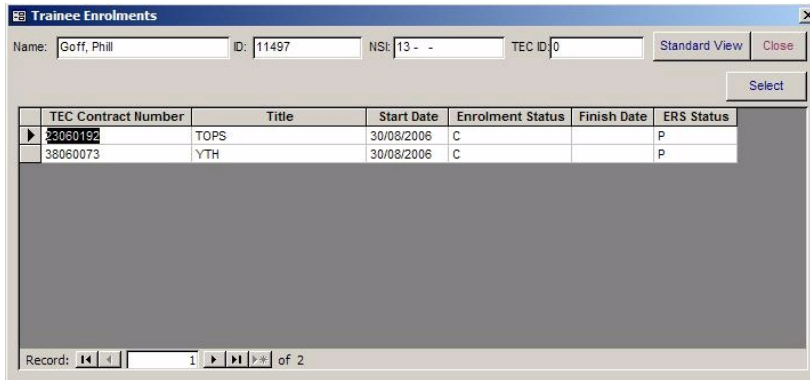


# Submitting a Enrolled Student (ERS)

1. In the Main Module click on the **Student Management** button.
2. Click on the **Students** button.
3. Select student which we had enrolled earlier
4. Select the enrolment from the Trainee Enrolments.

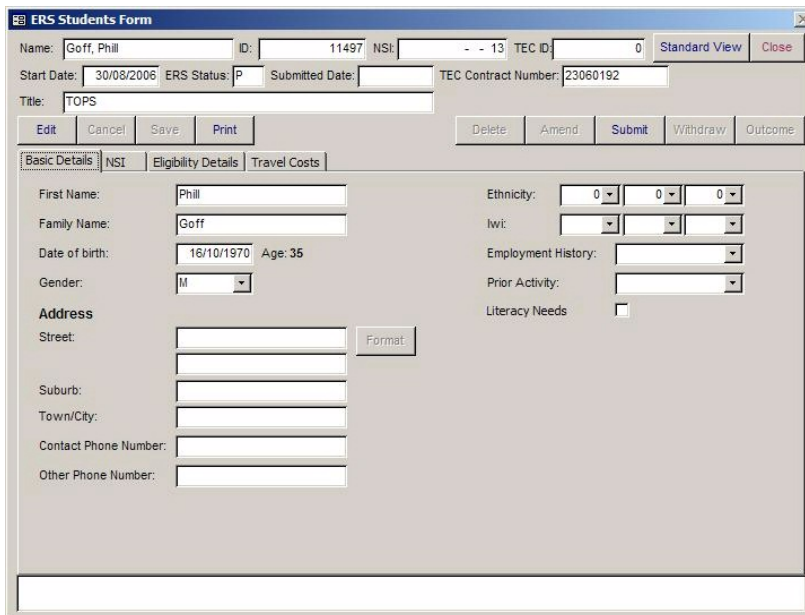


The screenshot shows the 'Trainee Enrolments' window. At the top, there are input fields for Name (Goff, Phill), ID (11497), NSI (13 - -), and TEC ID (0). Below these is a 'Standard View' button and a 'Close' button. A 'Select' button is also present. The main area contains a table with the following data:

TEC Contract Number	Title	Start Date	Enrolment Status	Finish Date	ERS Status
3060192	TOPS	30/08/2006	C		P
38060073	YTH	30/08/2006	C		P

At the bottom, there is a record navigation bar showing 'Record: 1 of 2'.

5. If there is only one enrolment the Trainee Enrolments form may be bypassed directly to the ERS Students Form.



The screenshot shows the 'ERS Students Form' window. At the top, there are input fields for Name (Goff, Phill), ID (11497), NSI (13 - -), and TEC ID (0). Below these are fields for Start Date (30/08/2006), ERS Status (P), Submitted Date, and TEC Contract Number (23060192). The title is 'TOPS'. There are buttons for Edit, Cancel, Save, Print, Delete, Amend, Submit, Withdraw, and Outcome. The form is divided into sections: Basic Details, NSI, Eligibility Details, and Travel Costs. The Basic Details section includes fields for First Name (Phill), Family Name (Goff), Date of birth (16/10/1970), Age (35), Gender (M), Ethnicity, Iwi, Employment History, Prior Activity, and Literacy Needs. The Address section includes fields for Street, Suburb, Town/City, Contact Phone Number, and Other Phone Number.

6. Complete the applicable details in the ERS Students form.
7. Click on the **Submit** button to submit the data to TEC.

**NOTE:** If you have used the ERS website to submit student details previously, you will need to do a manual ERS submission in Take2. This will mark the enrolment in Take2 as already have been submitted to TEC but will not submit it again a second time. By doing this you will then be able to complete the other transactions.

This will give you two options;

- **Direct Submission**  
This will submit the information to TEC and request that this learner be placed on the programme.
- **Manual Submission**  
This will mark the enrolment as having been submitted, but will NOT actually submit the enrolment.

If you have chosen to do a direct submit, you will be prompted for your SIA login.

8. Click on the **Direct** radio button.
9. Select the checkbox declaring the above to be true.
10. Click on the **Commit** button.

11. Enter your user name and password for the ERS.
12. Click on the **Login** button.
13. The details will be submitted and confirmation will be displayed in the panel below.

Contact Phone Number:

Other Phone Number:

SUCCESS (06/06/2006 4:19:49 p.m.)

## Unsubmitting a enrolled student

If your submission has been successful, the Submit **button** will then become the **Unsubmit** button.

The screenshot shows two windows. The top window is titled "ERS Students Form" and contains the following fields and buttons:

- Name: Grigg, Daniel; ID: 11492; NSI: 10-341-3440; TEC ID: 0; Standard View; Close
- Start Date: 20/05/2006; ERS Status: A; Submitted Date: 07/06/2006; TEC Contract Number: 23060192; Select Enrolment
- Title: TOPS
- Buttons: Edit, Cancel, Save, Print, Delete, Amend, Unsubmit, Withdraw, Outcome
- Basic Details | NSI | Eligibility Details | Travel Costs | Withdraw/Outcome
- First Name: Daniel; Ethnicity: 361
- Family Name: Grigg; Iwi: [dropdown]

The bottom window is titled "Unsubmit record" and contains a question mark icon and the text: "Are you sure that you really want to unsubmit this record? Doing so will allow the record to be re-submitted which could cause problems if TEC still has the record in its system." Below the text are "OK" and "Cancel" buttons.

Clicking on **Unsubmit** will **not** result in the enrolment being removed from the ERS system - it will only change the status recorded in Take2. If you have enrolled a student in error and submitted this to TEC, you should instead use the Delete transaction, documented below, to remove the enrolment.