1. Click on the **Navigation Bar** icon to display the NavBar menu.

*Note: This icon can be found in the upper right-hand corner of your screen.*

2. Click on the **Navigator** icon.

3. Click on the **Student Admin Menu** link.

4. Follow the path below to access the **Quick Enroll Page**

   *Records and Enrollment > Enroll Students > Quick Enroll a Student*

5. Click on the **Find an Existing Value** tab

   *Note: The default tab is the Add a New Value tab.*

6. Enter the **student’s PID** in the ID field

7. Click the **Search** button
8. Click the Enrollment Appointments link located in the Go to: area at the bottom of the page.

The Appointment Block to determine the student group to be used for activation. This information will include start date/time and end date/time.