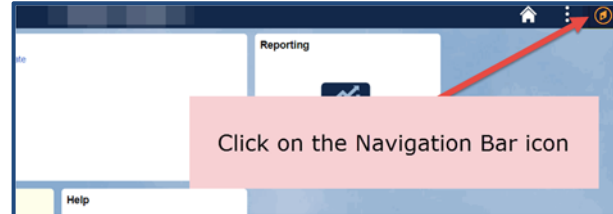# View Enrollment Appointments
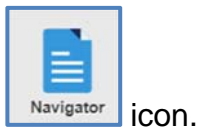
1. Click on the **Navigation Bar** icon to display the NavBar menu.

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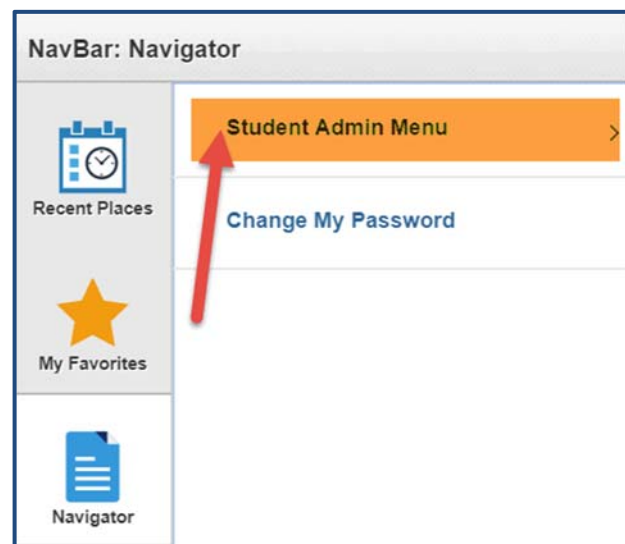

Click on the Navigation Bar icon

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

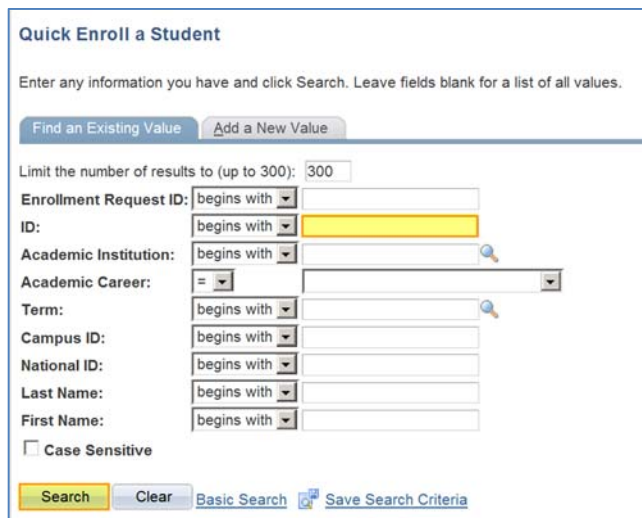*Records and Enrollment > Enroll Students > Quick Enroll a Student*

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

View Enrollment Appointments

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.