

# Adding and Enrolling a Student (ERS)

## Overview

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

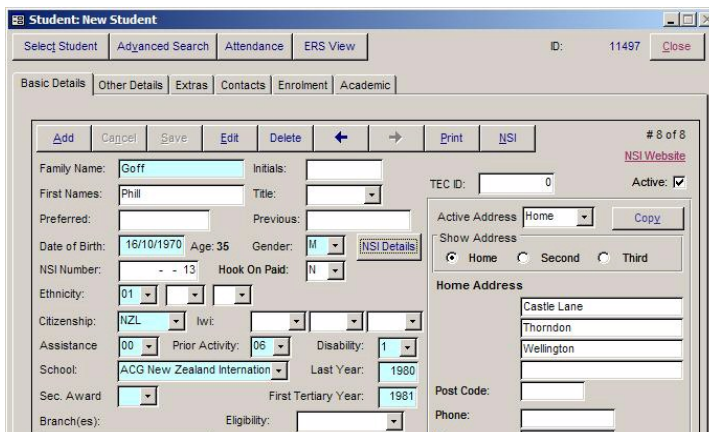
The ERS interface in Take2 provides a link between the Take2 and TEC and so data entered into the student management system is directly sent to TEC.

## Adding and Enrolling a student

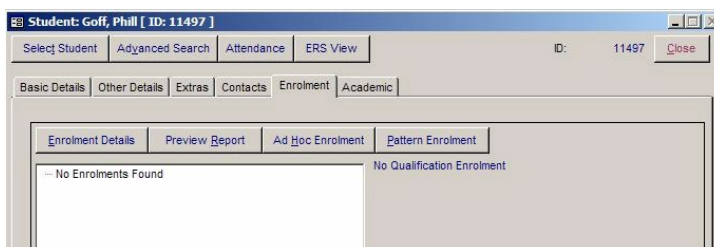
The enrol transaction will submit details about the student and the enrolment to TEC.

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



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



6. 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.
7. 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 and type – either T for TOPS or Y for Youth Training.

Formal:	<input type="text" value="F"/>	TEC Contract:	<input type="text" value="23060192"/>
		Type:	<input type="text" value="I"/>
			<input type="text" value="T"/> Tops
			<input type="text" value="Y"/> Youth Training