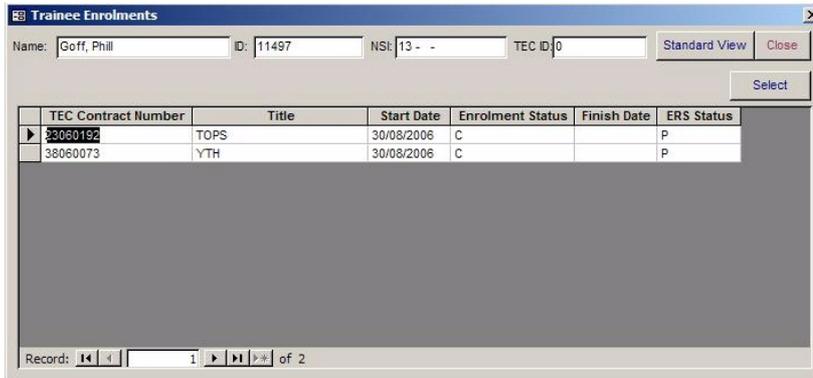


Submitting a Enrolled Student (ERS)

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.

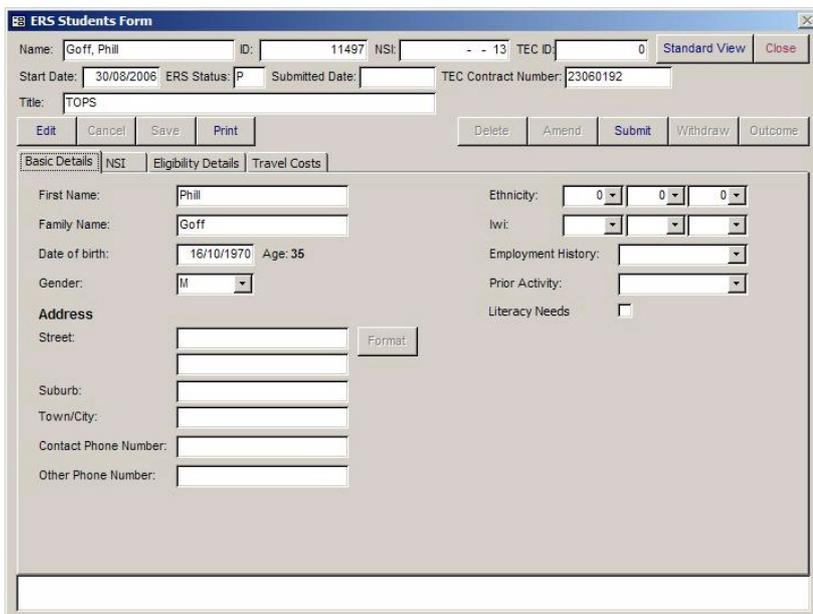


The screenshot shows the 'Trainee Enrolments' window. At the top, there are input fields for Name (Goff, Phill), ID (11497), NSI (13 - -), and TEC ID (0). Below these is a 'Standard View' button and a 'Close' button. A 'Select' button is also present. The main area contains a table with the following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

tertiary_help@minedu.govt.nz'."/>

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 image shows two screenshots from a software application. The top screenshot is the 'ERS Students Form' for a student named Daniel Grigg. It displays various fields such as Name, ID, NSI, TEC ID, Start Date, ERS Status, Submitted Date, and TEC Contract Number. Below these fields are several action buttons: Edit, Cancel, Save, Print, Delete, Amend, Unsubmit, Withdraw, and Outcome. The 'Unsubmit' button is highlighted. The bottom screenshot is a dialog box titled 'Unsubmit record' with a question mark icon. The text in the dialog asks: '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.' There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

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.