

Enrollment Error Messages: How to Resolve

1. "Errors Found" appears in the Status field in the Enrollment Request header.

"Errors" appears in the Sequence Nbr field located below the Enrollment Request Details bar - of the class associated with the error.

2. Scroll down the page to the **Error Messages** section.

3. Click the appropriate **Additional Overrides** checkbox option.

4. **Note:** Check if there is more than one error.

Be sure to read all **Enrollment Error** messages closely - they will indicate what **Additional Overrides** may be appropriate to use.

5. Click the **Submit** button.

Submit

6. Re-submit if necessary until the **Status** field shows **Success**.

7. **End of Procedure.**

