



Begin by logging in to the Instructional Services Student Information System (SIS).

Once you are on the login page, use your username and password to gain access to your administrative account. Please visit the URL below:

## http://www.edgenuity.com/SIS-Login

The Difference	Curriculum + Research	Solutions	The Experience	Support	News + Reviews
	Studen	nt Inforn	nation Syste	m	
	Login:				
	Password		Kidensty		
	Enter Forgot your login and/or pass	sword?	Watch the orientation	ı video	
	_			_	
				_	

If you have forgotten your password, then click on "forgot your login and/or password?" and new credentials will be e-mailed to you.

Click on the Enrollments tab.



## Step 3:

Click on Public Course Requests. The Search criteria box will appear.

<b>XEd</b> genuit	ty	- 100				
MyDashboard Students	s Enrollments	Sections	Reports	Schools	Messages	
Basic Search	Search criteria:					
Q Advanced Filter	Affiliation:	Select			Grade betwee	n: Select
Public Course Requests	School:	Select			Ten	m: Select
😡 Emails	Department:	Select			Start Dat	e: Select
	Course:	Select		<b>•</b>	End Dat	e: Select
	Teacher:	Select			Grade Leve	select
	Special Ed:	Select			Catalo	g: Select
	LEP/ELL	Select			Pacin	g: Select. 💌
	Free/Reduced Lunch:	Select			Login	s: Select

## Step 4:

You can filter your results using the various fields shown below. Click on **Get Data**. Your list of students will appear below the **Get Data** box.

<b>XEd</b> genui	ty						User: Edgenuit Find a stude	y Techteam   <u>Set</u>	<u>iings</u>   <u>Sign out</u>
MyDashboard Student	s Enrollments	Mentors	Sections	Reports	Schools	Messages			
						🖕 Pr	int pag	🐴 Ex	port Results
Basic Search	Search criteria:								
C Advanced Filter	School: Se	lect	-		Reques	sted By: Select		-	
Public Course Requests	District: Se	lect	-		Sta	rt Date: Select		•	
🧔 Emails	Department: Se	lect	•			Term: Select		•	
Tatto-Emails	Course: Se	lect	•		Ap	proved: WAITING_	REVIEW	-	
🚱 Add new Auto-Email	Counselor: Se	lect	•	<b>1</b>	Requeste	d Date: Select	•		
					Requeste	d Date: Select	<b>•</b>		
			- I	Get Data	Report				

		mui	hy i											User	: Edgenuit	y Techteam	<u>Settings</u>   <u>Sign</u>	out
1	<b>Cuge</b>		LY											Find	d a stude	nt		
M	lyDashboard	Student	S	Enrollment	5 1	lentors	9	ections	Rep	ports	Schoo	ols	Messages			2		
													\$	Print pa	g	1	Export Resu	ults
0	Basic Search		Search	ı criteria:														
۰.	Advanced Filter			School	Select			-				Requeste	d By: Select			-		
2	Public Course R	equests		District	Select			•				Start	Date: Select			-		
	Emails		1	Department	Select			•					Term: Select			-		
$\odot$	Auto-Emails			Course	Select			•				Appr	oved: WAITIN	G_REVIE	W	-		
$\bigcirc$	Add new Auto-Er	mail		Counselor	Select			•			Re	equested	Date: Select	. 💌				
											Re	equested	Date: Select	. 🔻				
									Get	Data	De	anort						
									UCL	Data		bort						
			There are	9 records m	atching vo	ur criteria												
			Check		accounty , o													
			Enroll	Edit	Student	local DOB Gende		Gender	S2Code S3Code		Course Term Approved		Approved	Start End		Comments	Requested	Rec
			Linon	Luit		ID					course.			Date	Date		Ву	On
				Z	<u>Student,</u> <u>Future</u>	12324	01/01/1977	Male			Algebra I A	SIS Training District (VSS)	WAITING_REVIEW	07/31/2014	12/01/2014		Student, Future	07/3
				Z	<u>Student,</u> Future	12324	01/01/1977	Male			English Language Arts 10 A	Ongoing - SIS Training District (VSS)	WAITING_REVIEW	07/28/2014	12/01/2014		Student, Future	07/
				Z	PB Demo, Future Course	12324	01/01/1977	Male			Biology - SC1115	Ongoing - SIS Training District (VSS)	WAITING_REVIEW	08/01/2014	12/31/2014		PB Demo, Future Course	07/
				Z	PB Demo, Future Course	12324	01/01/1977	Male			CC ELA 9	Ongoing - SIS Training District (VSS)	WAITING_REVIEW	07/28/2014	12/01/2014		PB Demo, Future Course	07/:
												Oncoine						

Step 5:	Course Request
	Student: Student, Future Course: Chemistry A
Click on the Edit button 📝 to edit the start and end date of a	Counselor: Counselor name
student's course or assign a student to a different counselor.	Start Date: 08/08/2014
For NCAA students, verify or change their status here.	End Date: 12/01/2014 S2 Code:
(Please do not complete the S2 Code and S3 Code fields. These fields will be completed by the district.)	Comments:
After you have made edits, select Save.	Save Delete Cancel

## Step 6:

To auto-enroll or deny student requests, check the box next to the student's name. Scroll to the bottom of the screen, and select either the **Auto-enroll**, **Approve Selected**, or **Deny Selected** button. If the student is approved or denied enrollment, then the student's status will change accordingly. If the student is auto-enrolled, then the student's Approved status will change to "Auto-enrolled" and the request will disappear from the list. (Please note that the student will receive an e-mail confirmation.)

									(VSS)						VA	(VSS)	
V	]	2	Test, Student	56436	12/05/1998	Male		6th Math - MA1098	Ongoing - LMS Training (VSS)	WAITING_REVIEW	05/07/2014	09/10/2014	Test, Student	05/07/2014	LMS TRAINING (VSS)	SIS TRAINING DISTRICT (VSS)	John Counselor
							•	Auto-enroll	Approve	Selected De	eny Selecte	d					

Students with a start date in the future will populate in the auto-enrolled bucket (see screenshot below). The system will auto-enroll the student's course prior to the start date. No additional action is required on your part.

																🐐 🛛 Ргіпс ра	ige	Ext	OFT RESULTS TO EXC
Sea	Search criteria:																		
		School:	Select			-						Requested	By: Select		•				
		District:	Select			-						Start D	ate: Select		•				
		Department:	Select			-						Te	rm: Select		•				
		Course:	Select			*						Approv	ved: AUTO	ENROLLED - FUT	URE DATE 💂				
		Counselor:	Select			-					F	lequested D	ate: Select	NG REVIEW					
											F	equested D	ate: APPRO	VED					
													AUTO	D _ENROLLED - FUT	URE DATE				
									Get Data		Report								
There a	re 29 rec	ords matching a	our criteria:																
		ind bill the terminal	our criteriu																
Che	eck All																		
Enroll	Edit	Student	local	DOB	Gender	S2Code	53Code	Course	Term	Approved	Start	End	Comments	Requested	Requested	School	District	Counselor	Possible
Linon	Luit	ordocine	ID	505	Gender	SECOUL	bbcouc	course		ripprotec	Date	Date	commence	By	On	School	District	counscior	Athlete
	Z	<u>Student,</u> <u>Future</u>	12324	01/01/1977	Male			Chemistry A	Ongoing - SIS Training District (VSS)	Auto_Enrolled - Future Date	08/08/2014	12/01/2014		Student, Future	07/28/2014	SCHOOL 1 (VSS)	SIS TRAINING DISTRICT (VSS)	Counselor name not listed	No-NCAA