

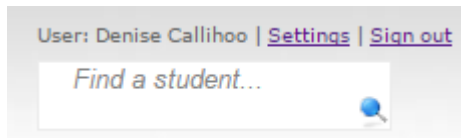
This document is intended to help Affiliation Super Users enrol students for PASI compliance in ADLC's Student Information System (SIS).

When enrolling a student in ADLC's SIS, there is a check in place to see if the student has a School Enrollment with PASI (not to be confused with a section enrolment in SIS). A school enrollment links the student to ADLC and allows us to access detailed information about the student (address, phone number, etc.)

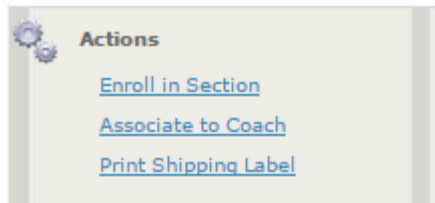
1. In SIS, select the **Affiliation Super User** role from the drop-down menu in the dark-blue bar.



2. In the **Find a Student** field in the top right-hand corner of the window, enter the student's last name, first name (e.g., Smith, John).



3. Press **Enter** on your keyboard or click on the magnifying glass icon. Any matching student records will appear.
4. Click on the name of the student you're enrolling and the student's linked information will appear.
5. Under the **Actions** menu on the left-hand side of the page, click on **Enroll in Section**.



NOTE: If the following notification appears, complete steps a) through c) below.



- a) Under the **Main Information** menu on the left-hand side, click on **Edit Information**.
- b) In the **Academic** section, select the appropriate **Grade Level** from the drop-down menu.
- c) Click **Save**.

6. When the following notification appears, click **Create School Enrollment and Continue**



7. From the **Main Information** menu on the left-hand side of the page, click on **Main Page** to confirm that the information in the following fields is correct:

Street:
City:
Country:
State:
Postal Code/ZIP:
Phone:

8. To proceed with enrolling the student into a section (course), see the instructions for "**Enrolling a Student into a Section in SIS**".

Contact

If at any time you have questions, please contact:

Registrations Department
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