Viewing Student’s Enrolment Details

Overview

- This Quick Reference Guide shows how to view a student’s Enrolment/Registration details using **Student Assignment** tab in RMU

Work Instructions

To view a student’s Enrolment Details please follow the process below:

1. Click the **Student** tab.
   
   NOTE: If the school default needs to be changed, click the **magnifying glass** next to the **School** field and follow the prompts to change, search and select the new location.

2. Search for the student by selecting the relevant options from the drop-down list in the **Scholastic Year, Student Name** or **Student Group** fields and click **Go**.
3. The following screen shows list of students as per the search criteria.

<table>
<thead>
<tr>
<th>Name</th>
<th>User name</th>
<th>Year</th>
<th>Gender</th>
<th>School</th>
<th>Status</th>
<th>Model Type</th>
<th>Model Name</th>
<th>VIN</th>
<th>SCE</th>
<th>Purchase Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>student1</td>
<td>9</td>
<td>Male</td>
<td>School1</td>
<td>Enrolled</td>
<td>Vintage 09</td>
<td>1234567890</td>
<td>1</td>
<td>2</td>
<td>Program Purchase</td>
</tr>
<tr>
<td>Mark</td>
<td>student2</td>
<td>10</td>
<td>Female</td>
<td>School2</td>
<td>Enrolled</td>
<td>Vintage 09</td>
<td>1234567890</td>
<td>2</td>
<td>3</td>
<td>Program Purchase</td>
</tr>
</tbody>
</table>

4. Click on the **Student Name** or any field in that row to see the Device details.

5. Click the Registration Details tab to see the students' enrolment details.