MANUALLY ENROLLING A LEARNER INTO AN RSS SESSION

1. Access your account at [https://ja.dh.duke.edu](https://ja.dh.duke.edu) and login with your Net ID and Password

2. In the upper left hand corner of the screen, select Manage

3. Next to Reports, select the drop down arrow
4. Next to Course Reports, select the drop down arrow

5. Click SMS codes

6. In the Series text box, type the name of your Series & click Apply

7. On the following page, you will see a list of your series, sessions, and session dates

8. Find the appropriate session date, click the link
9. On the following page, select **Enrollments**

![Image of the Enrollments tab highlighted in a web interface]

10. On the following page, click **Search and enroll**

![Image of the Search and enroll tab highlighted in a web interface]

11. In the **First Name** and **Last Name** text box, type in the first and last name of the person you are enrolling, select **Apply**

![Image of the search and enroll section with highlighted text boxes and the apply button]

12. Select the checkbox next to the learners name, click on **Enroll user** and **Confirm**

![Image of the enrollment confirmation page with a selected user and options to confirm or cancel]

**You selected the following item:**

- Robin Britt

[Buttons: Confirm, Cancel]
13. On the following page, the learners name will appear

14. Select the checkbox next to the learners name, click **Mark user attended** and **Confirm**

15. Select the check box next to the learners name, click **Edit enrollment**

16. On the following page, enter the date **the conference took place** under Set completion date to (make sure a time is entered in the time text box), click **Next** and **Confirm**
17. The learner has now been enrolled in the session/conference