

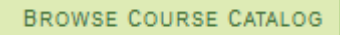


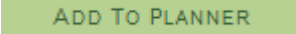



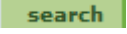


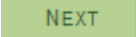
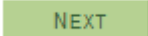
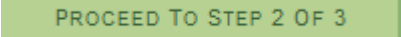
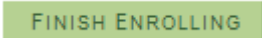


## Enrolling from Planner

Step	Action
1.	Click the down arrow in the Academics Menu in the Menu bar. 
2.	Click the <b>Planner</b> link. 
3.	We see that there are no Courses added in the Planner, hence first lets add a course to a planner. Click the <b>Browse Course Catalog</b> link. 
4.	Click the <b>Expand / Collapse</b> adjacent to the AST (Automotive Service Technology) Subject area. 
5.	Click the checkbox next to the Course Nbr '002'. 
6.	Click the <b>Add To Planner</b> link. 
7.	Click the <b>my planner</b> tab again. 
8.	We now see the course AST 002 is added to the Planner successfully.
9.	Click the <b>Enroll</b> tab. 
10.	The <b>Add Classes</b> page opens. Now Click the <b>My Planner</b> option. 
11.	Click the <b>search</b> link. 
12.	Click the <b>select</b> link adjacent to the course ASL 002. 
13.	Use the Scroll bar and drag the mouse down to the bottom of the page.

Step	Action
14.	Click the <b>select</b> link for the desired course. 
15.	If a Lab is associated the course, you will be directed to add it to the Planner. Click the <b>Next</b> link to add the Lab. 
16.	On the <b>1. Select class to add</b> page, review the courses. Click the <b>Next</b> button. 
17.	The Course AST 002 is successfully added to your shopping cart.
18.	Click the <b>Proceed To Step 2 Of 3</b> button. 
19.	On the <b>Confirm classes</b> page, click the <b>Finish Enrolling</b> button. 
20.	You have successfully enrolled yourself into the course through the Planner. See the green check mark in the Status that shows that the course is successfully added to your schedule.
21.	You have successfully enrolled through the Planner. <b>End of Procedure.</b>