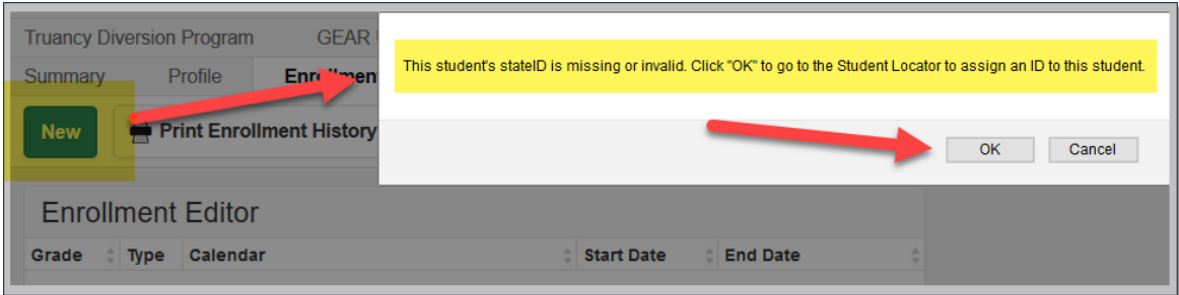


Steps for Using OLR with Campus State Edition

Last Modified on 12/14/2025 8:45 pm CST

These steps are for District Edition sites that are linked to [Campus State Edition](#).

#	Task
1	Use the Student Processing tool to search for and review the application you want to process.
2	Select the student from the Current Student drop-down and click the Open Campus Enrollments button to open the student's Enrollment tab in Campus where you can create a new enrollment record.
3	<p>Click New to create a new enrollment.</p> <p>Result: If the student never had an enrollment in the district, a message displays asking you to click OK to go to Student Locator to link the record to a State ID.</p>  <p>The screenshot shows the 'Enrollment Editor' window with tabs for 'Summary', 'Profile', and 'Enrollments'. The 'Enrollments' tab is active, showing a 'New' button and a 'Print Enrollment History' button. A yellow message box is displayed, stating: 'This student's stateID is missing or invalid. Click "OK" to go to the Student Locator to assign an ID to this student.' A red arrow points from the 'New' button to the message box, and another red arrow points from the message box to the 'OK' button.</p>
4	Use the Student Locator to search the state database for a record of the student being enrolled in another district in the state.

Task

- 5 If their name appears in the search list, click their name to open the Person Record and Enrollment Detail record to determine if this is the correct student.

Student Locator Wizard

[Student Information](#) > [General](#) > Student Locator Wizard

Student Locator

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search.
To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

Last Name

Adams

First Name

Aria

Gender

Female ▼

Birth Date

Middle Name

SSN #

State ID

Search----

>

Name	State ID	Gender	Birth Date	%
Adams, Aria	123456789	F	08/20/2009	100

Select the student's name if they appear in this list to link the new student to the existing record and prevent duplications.
Do **NOT** click the option to Create New Student.

Create New Student >

- 6 If you found the correct student, select that student and follow the steps for enrolling the student in the new district.

If a student was not found, click the **Create New Person** button.