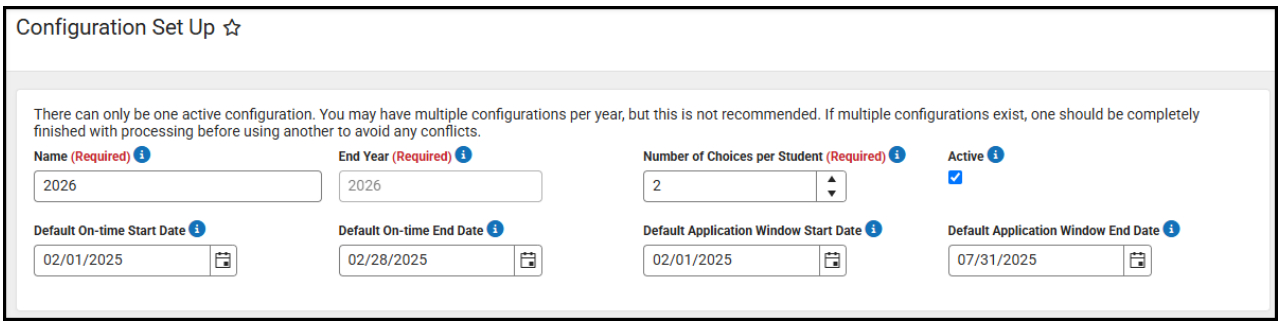
# Configuration Set Up

Last Modified on 07/09/2026 12:06 pm CDT

Tool Search: Configuration Set Up

The Configuration Set Up tool is used to create an Open Enrollment Configuration. Open Enrollment Configurations house all of your settings and applications. Each configuration requires a name, end year, and number of choices per student.

See the Open Enrollment Setup Tools Tool Rights article for information on rights needed to use this and related tools.




# Field Descriptions

| Field | Description |
|---|---|
| **Name** | The display name of the configuration. This is only visible internally (i.e. not parent facing). |
| **End Year** | This is the end year that this configuration will be tied to.<br>The End Year entered must match an existing entry in the School Year editor. |
| **Number of Choices Per Student** | This determines how many schools or applications (preferences) a student can pick from in their OE Application.<br>The max number of choices per student is 5. |

| | |
|---|---|
| **Active** | This determines if this configuration is active for running lotteries.<br>You may only have one configuration active at any time. |
| **Default On-Time Start Date** | Applications submitted between the Default On-Time Start and End Dates will be considered on time for the lottery and waitlist. |
| **Default On-Time End Date** | Applications submitted between the Default On-Time Start and End Dates will be considered on time for the lottery and waitlist. |
| **Default Application Window Start Date** | Applications (preferences) will be visible as an option between the Default Application Window Start and End Dates. |
| **Default Application Window End Date** | Applications (preferences) will be visible as an option between the Default Application Window Start and End Dates. |

# Creating a Configuration

1. Click **New**.
2. Enter a Name.
3. Enter the End Year you wish to attach this configuration to.
4. Enter the Number of Choices per Student.
5. Click the Active checkbox if you wish for this configuration to be available for running the lottery.
6. Select each of the Start and End Dates.
7. Click **Save**.