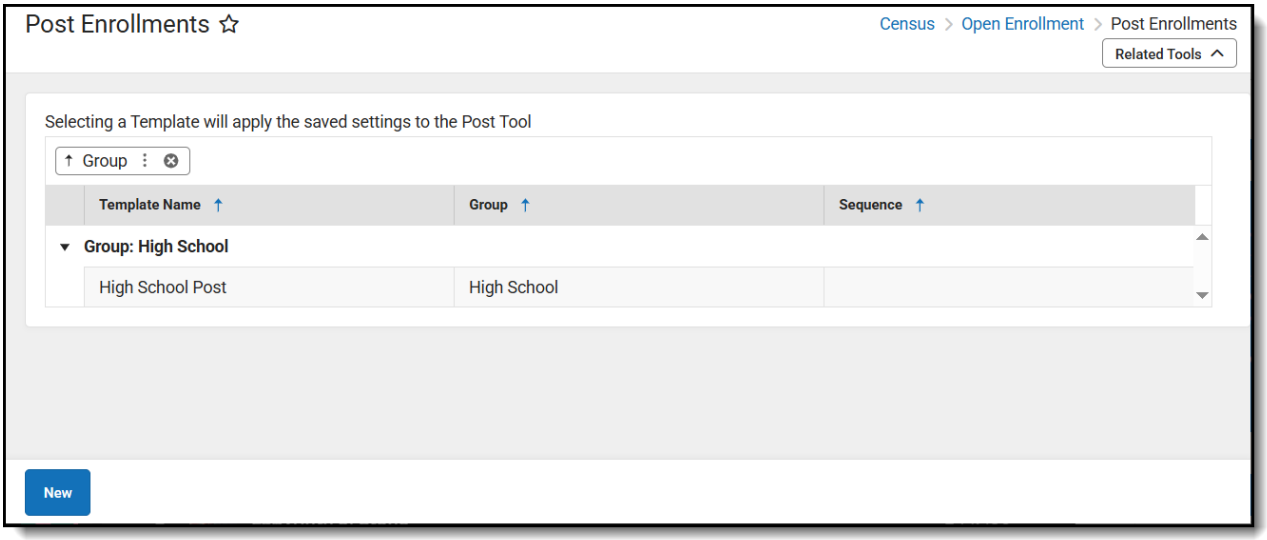
Post Enrollments

Last Modified on 07/09/2026 12:01 pm CDT

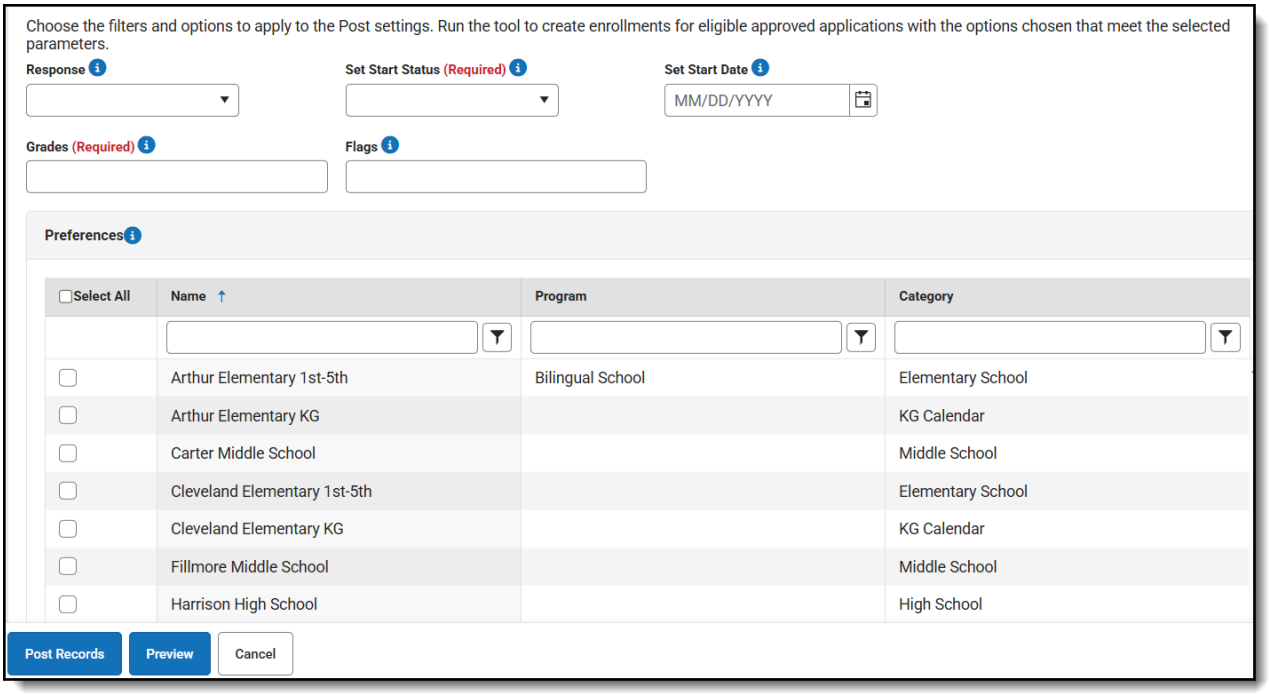
Tool Search: Post Enrollments

The Post Enrollments tool is used to create enrollments for Approved Applications en masse. Selecting a Template will apply the saved settings to the Post Enrollment filters and options.

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



Creating a New Enrollments Post



Choose the filters and options to apply to the Post settings. Use the tool to create enrollments for eligible approved applications with the options chosen that meet the selected parameters.

1. Click **New**.
2. Select a **Response**.
    - Only applications for the selected Responses will be included. If blank, all responses will be included.
3. Select a **Set Start Status**.
    - The Set Start Status applies the selected value to the Start Status of the Enrollment that is created
4. Enter a **Set Start Date**.
    - This is the Start Date for the enrollments. If left blank, it will default to the Calendar Start Date.
5. Select **Grades**.
    - Only applications for the selected Grades will be included. At least one Grade is required.
6. Select any of the available **Flags.**
    - If at least one Flag is selected, only applications for the selected Flags will be included. Flags are not required.
7. Select any **Preferences**.
    - Only applications for the selected Preferences will be included. At least one Preference is required.
8. Click **Preview** to run a mock post to ensure all the correct settings have been selected.
    - The Preview list can be downloaded by clicking Export to PDF or Export Excel.
9. When everything is set, click **Post Records** and then **Run Post**.
    - The application enrollments will appear on screen and can be downloaded using the export buttons.