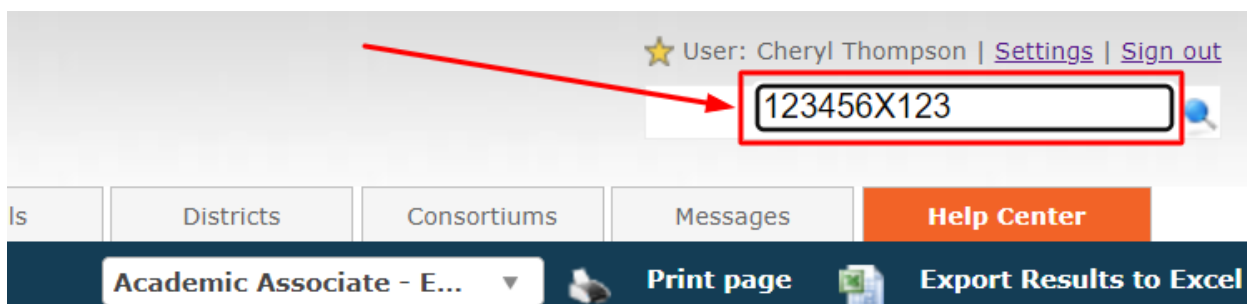# Enrolling a Student

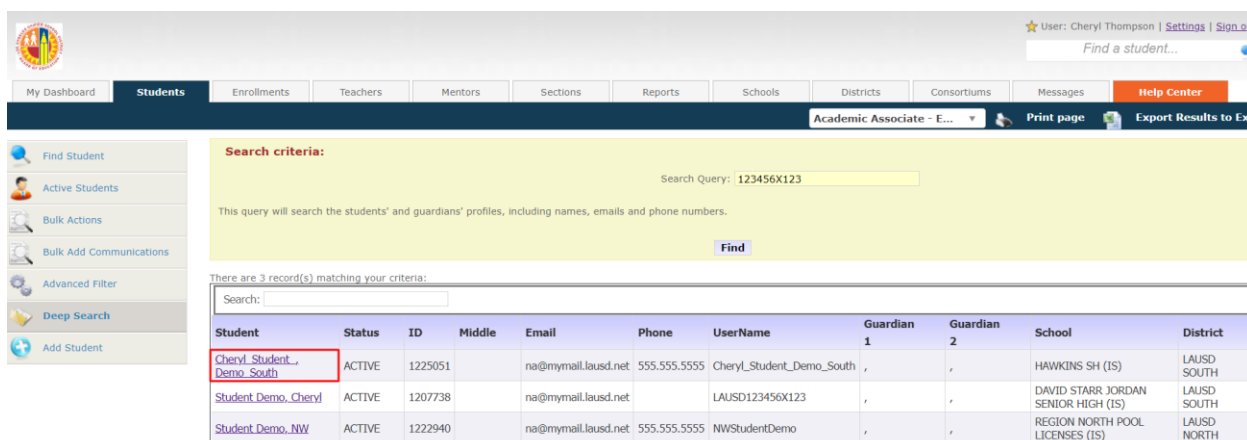## LAUSD/Imagine Learning Job Aid

1. **If the student is not under your Mentor Role yet – make sure you are in your Program Lead or Academic Associate Role:**

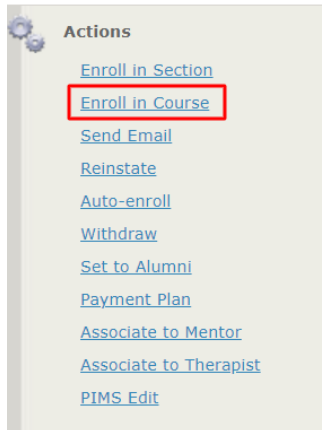2. **In the** Find a Student **search – enter the student's ID Number**

3. **Click on the student's name – if there are more than one option, select the account that is Active:**

4. **In the left-hand menu under** Actions **click on** Enroll in Course**:**

5. **Select the correct Course, Start Date, End Date, and Activation Date. Then click Enroll:**

The student is now enrolled!

Please note the following:

Start Date – will automatically set for today's date – you can manually change this

End Date – will automatically set for the last date of the semester – you can manually set this to an earlier date

Activation Date – will automatically set to 3 days before the start date

(Prescriptive) courses – are the Credit Recovery Versions