

MANAGING ENROLLMENT

This user guide is for the following MyJobCorps user role: Center Records Manager (CRM)

The Enrollment process in MyJobCorps begins once all health reviews are complete and the case is cleared for enrollment.

The case will appear in the Center Records Manager's (CRM) Pending Arrivals tab on the Home screen, and the CRM will receive an Alert that the case is ready for enrollment planning.

Note: Only the assigned CRM can take actions in the Plan for Arrival and Arrive Student sections of the Enrollment tab.

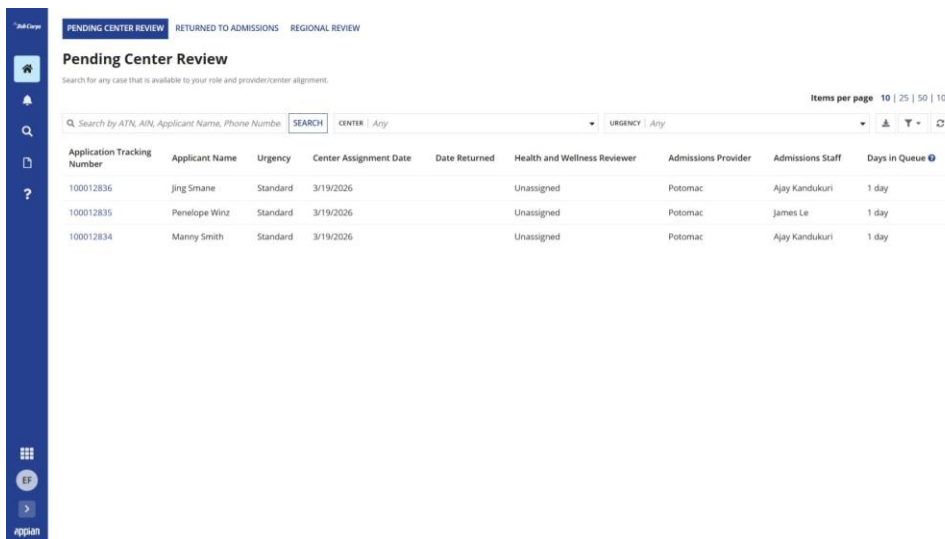
High-level Enrollment Activities

The following high-level activities occur during Enrollment by the Center Records Manager (CRM).

1. Assign the Case
2. Review the Applicant's case and Plan their Arrival
3. Log the Student's Arrival
4. Create Student in CIS

ASSIGN THE CASE

Step 1: Assign the case to yourself or another CRM user at your center.



Application Tracking Number	Applicant Name	Urgency	Center Assignment Date	Date Returned	Health and Wellness Reviewer	Admissions Provider	Admissions Staff	Days in Queue
100012836	Jing Smane	Standard	3/19/2026		Unassigned	Potomac	Ajay Kandukuri	1 day
100012835	Penelope Winz	Standard	3/19/2026		Unassigned	Potomac	James Le	1 day
100012834	Manny Smith	Standard	3/19/2026		Unassigned	Potomac	Ajay Kandukuri	1 day

Figure 1: Pending Review

1. Go to your **Home** view's **Pending Arrivals** tab and select the **Applicant Tracking Number (ATN)** to open the case. You will arrive on the **Enrollment** tab.
2. Select the **Assign Records Manager** button at the top of the page.
5. If you are assigning the case to yourself, select the **Assign to Self** button.

- If you are assigning the case to **another named user** at your center, continue to the next screen by selecting **Next**
- Select a named HWR user.

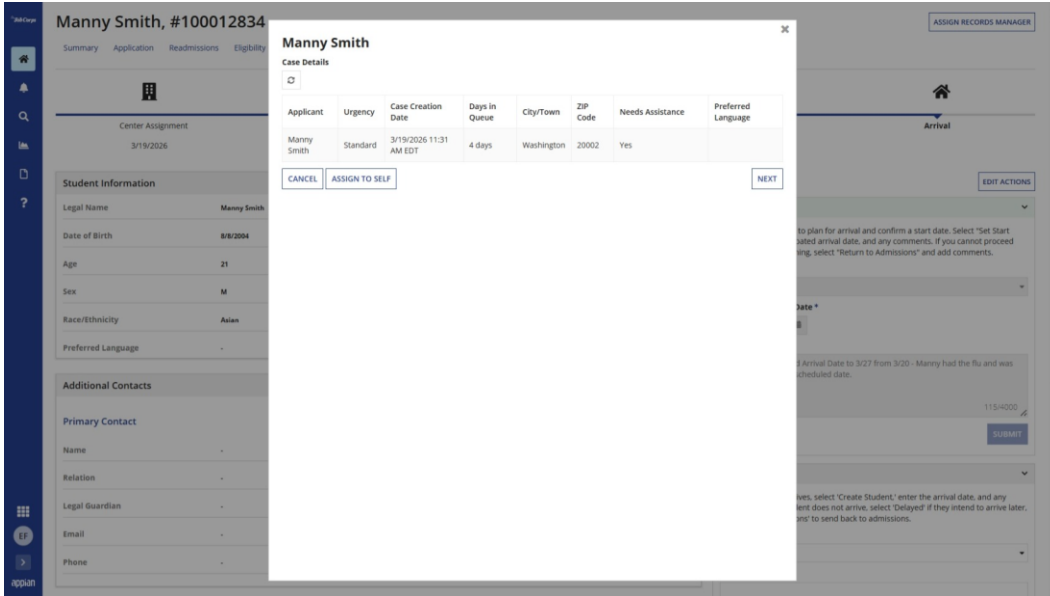


Figure 2: Assign CRM

- Select Submit
- Select **Yes** to complete the assignment. The assigned user's name will appear in the Records Manager field in the **Enrollment Details** section.

Note: If you don't automatically see the assignment, refresh your webpage for the assignment to refresh.

REVIEW THE APPLICANT'S CASE AND PLAN THEIR ARRIVAL

Step 2: Review the applicant's information.

- Navigate the applicant's case, as needed, by selecting the tabs at the top.
- Review the information in Enrollment tab and Documents tab.
- Coordinate internally on an anticipated arrival date.

Step 3: Engage with the applicant to plan their Arrival

- Contact the applicant to discuss their anticipated arrival date.
- Log your interaction with the applicant in the **Communications Log**.
- If you collect any documents from the applicant, upload them to the **Documents** tab.

Step 4: Select an Action based on your review.

- In the **Plan for Arrival** box in the right-side panel of the Enrollment tab, select the appropriate action.
- If the applicant cannot be contacted or additional information is needed, select "Return to Admissions".**

9. Select a **Reason** from the dropdown: No Show, No Longer Interested, Unable to Contact, Missing Information, or Other.
10. If you confirmed an arrival date with the applicant, select **Set Start Date**.
11. An Anticipated Arrival Date picker will appear. Select the date confirmed by the applicant.
2. Enter any applicable notes associated with your selected action in the **Comments** box.
3. Select **Submit**.
4. Select **Confirm** on the pop-up prompt.

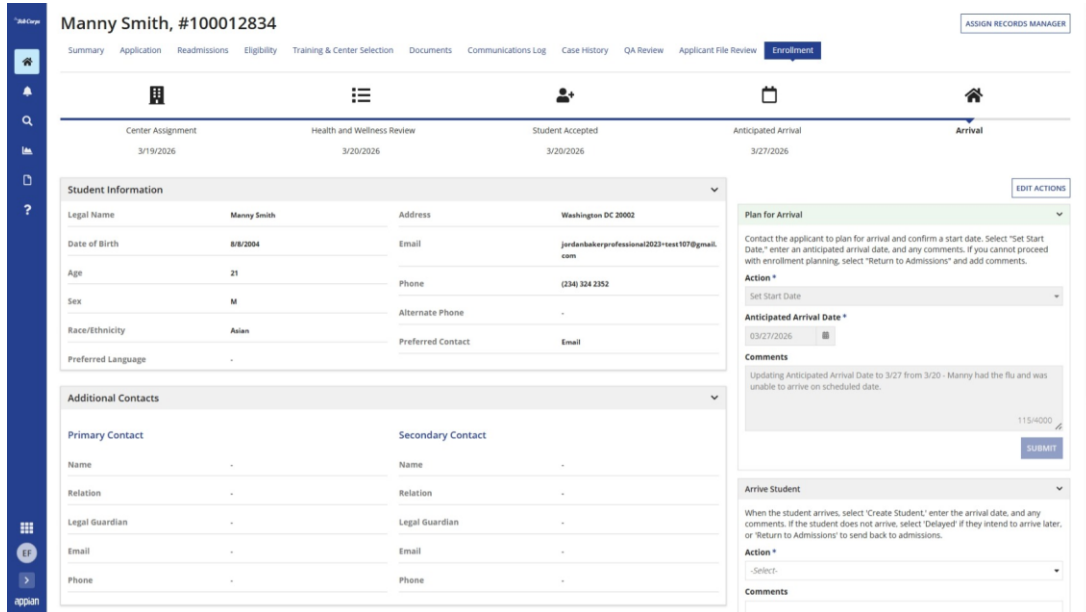


Figure 3: Completed Plan for Arrival

LOG THE STUDENT'S ARRIVAL

Step 5: Record the arrival date when the student arrives

1. When the student arrives at the center, go to the **Enrollment** tab and select the appropriate action in the **Arrive Student** box in the right-side panel.

Manny Smith, #100012834

ASSIGN RECORDS MANAGER

Summary Application Readmissions Eligibility Training & Center Selection Documents Communications Log Case History QA Review Applicant File Review Enrollment

Center Assignment 3/19/2026 Health and Wellness Review 3/20/2026 Student Accepted 3/20/2026 Anticipated Arrival 3/27/2026 Arrival

Student Information

Legal Name	Manny Smith	Address	Washington DC 20002
Date of Birth	8/8/2004	Email	Jordanbakerprofessional2023+test107@gmail.com
Age	21	Phone	(234) 324 2352
Sex	M	Alternate Phone	-
Race/Ethnicity	Asian	Preferred Contact	Email
Preferred Language	-		

Additional Contacts

Primary Contact		Secondary Contact	
Name	-	Name	-
Relation	-	Relation	-

Arrive Student

When the student arrives, select 'Create Student,' enter the arrival date, and any comments. If the student does not arrive, select 'Delayed' if they intend to arrive later, or 'Return to Admissions' to send back to admissions.

Action *

-Select-

-Select-

Create Student

Return to Admissions

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SUBMIT

Figure 4: Arrive Student

12. If the student has arrived at the center, select **Create Student**.
13. An Arrival Date picker will appear. Select the date the student arrived at the center.
14. If the student did not arrive or enrollment cannot proceed, select **Return to Admissions**.
15. From the dropdown, identify a **Reason** from the dropdown: No Show, No Longer Interested, Unable to Contact, Missing Information, or Other.
16. Enter any applicable notes associated with your selected action in the **Comments** box.
2. Select **Submit**.
3. Select **Confirm** on the pop-up prompt.

What happens next:

If you selected **Create Student**, the following updates will occur:

17. The student's arrival date will appear on the **Arrival Milestone** on the timeline on the top of the **Enrollment** page.
18. The **AFR tile** on the **Summary** tab will indicate **Complete**.
19. The student will appear in **CIS**.

Step 6. Create Student in CIS

1. Go into **CIS** and select the student in the **OA Arrivals** table.
2. In the **Record Arrival** box, complete the following:
 20. Select the appropriate option a selection in the **Enrollment Selection**.
 21. Enter the date the student arrived at Center in the **Enrollment Date**.
 22. Enter the date the student arrived in the **Arrival Date** box.