



Guide to Enabling Online Registration in Reports Manager

PURPOSE: This guide details the steps needed to enable student online registration in Reports Manager. This should be used in the event that a department chairperson, program coordinator, or a member of counseling and advisement needs to enable student registration for a student who is not coded as their advisee in the CAMS Student Database system. If you do not, and feel that you need access, please contact the Registrar's Office. *Please note that this method can only be accessed on CCC's campus.*

PROCEDURE:

- A. Meet with student for advisement and assist student with selecting courses for the semester.
- B. Sign registration card to ensure that student has backup in case of online registration problems and/or student wants to register for course outside curriculum
- C. Open Up a Web Browser
- D. Go to Reports Manager at <http://reports/Reports/Pages/Folder.aspx>
- E. Click on 'Department Chairpersons' or 'Counseling and Advisement' menu, depending upon your position.
- F. Click 'Update Routines'
- G. OPTIONAL: We recommend that you bookmark this page
- H. Click 'Enable Student Online Registration'
- I. You will be presented with a menu that looks like the following:

SQL Server Reporting Services
Home > Department Chairs > Update Routines >
Enable Student Online Registration

View Properties History Subscriptions

New Subscription

Term	<Select a Value> ▾	Student ID	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Stop Registration	<input checked="" type="radio"/> True <input type="radio"/> False	Update Data	<input type="radio"/> True <input checked="" type="radio"/> False

- J. Enter the term for which the student plans to register (so SP-13 if they are trying to register for Spring 2013)
- K. Enter the full student ID number in OR the student last name and first name. *Please note: The name must exactly match the student and the ID# is the full ID number including the C (i.e. C0000037326)*
- L. If you wish to enable student registration, click 'False' next to the 'Stop Registration' button (in essence you are saying no to 'Stop Registration').
- M. Click the 'True' button next to 'Update Date'.
- N. Click the 'View Report Button'. The page will refresh and it should look like the following:

SQL Server Reporting Services
[Home](#) > [Department Chairs](#) > [Update Routines](#) >
Enable Student Online Registration

View Properties History Subscriptions

New Subscription

Term: FA-12 Student ID: C0000037326

First Name: Last Name:

Stop Registration: True False Update Data: True False

1 of 1 100% Find | Next Select a format

Header for FA-12

Registration was allowed for the following student.

Student ID	Last Name	First Name
C0000037326	Testy	Test

- H. Once you see the 'Registration was allowed for the following student' you have successfully updated the student's stop registration flag.
- I. OPTIONAL: If the student is registering for multiple terms (i.e. spring and summer), you will need to repeat steps J-N for the other terms.
- J. OPTIONAL: If you mistakenly lift the hold for the wrong student, you can Stop Registration once more by following steps J-N but changing the value to 'True' in step L.

PROCEDURE ENDS

QUESTIONS: Should you have any questions regarding this procedure, please contact the Registrar's Office at (518) 562-4124.