

# Wizard Training Refresher

- Adding Students in Wizard
- Enrolling Students in Wizard
- How To Find Wizard and Change Password
- Student Error Messages and Remedies

# Adding Students in Wizard



- Step 1: Click on the Student Module.
- Step 2: Scroll down and highlight a student.
- Step 3: Click the OK box of the Road Map.
- Step 4: Type last name in the **last name** field.
- Step 5: Type first name in **first name** field.
- Step 6: Enter LDAP into LDAP field.
- Step 7: Add email address for student.
- Step 8: Select Special needs from drop down, if applicable.
- Step 9: Click on the green arrow in the lower right corner of the screen.
- Step 10: Assign job title from drop-down box.
- Step 11: In the Organization area, click on search.
- Step 12: Find your County, highlight your county and click “OK.”
- Step 13: Select Training Coordinator from drop down box (if available).
- Step 14: Click on the done button to save.

# Enrolling Students in Wizard

**Step 1: Scroll down to Class Enrollment and and select “Enroll A Student.”**

**Step 2: Click OK.**

**Step 3: Click Ok again on the road map.**

**Step 4: Select Option from “Retrieve Courses By “drop down box and click on retrieve.**

**Step 5: Next, click on a course**

**Step 6: You can use the class filter to narrow your choice.**

**Step 7: Select a class that meets your criteria.**

**Step 8: Click on the green arrow (next to 1 of 3).**

**Step 9: Find student in student search list.**

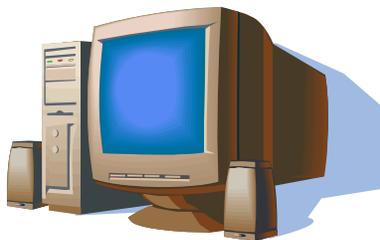
**Step 9a: If student is not in student search list, click on the binoculars, click on retrieve, highlight the student, click on Add and OK.**

**Step 10: Click on student in student search list and then on Move To..**

**Step 11: Select enrolled list.**

**Step 12: Click on green arrow (next to 2 of 3).**

**Step 13: Click on Done (next to page 3 of 3)**



# How To Find Wizard and Change Password



1. Find Application Explorer on your desktop.



[All]

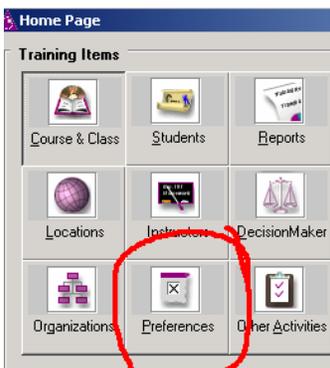
2. Click on All.



3. Find your Wizard Icon and click on it.



4. Log-in to Wizard.



5. To change your password, go to Preferences.



6. Select Change User password and system will bring forth Password change box.

# Student Error Messages and Remedies



If you receive this message, it is likely that you did not add one of the required fields.



You will receive this message when the LDAP is already being used by another student.

## Actions

1. To correct the situations shown above, remove the Web User Name and the asterisks in the SST Student Password and Confirm Student Password.

2. Once you have completed the actions in item one, Click on the black arrow and move back to step two and make the needed edits.
3. Click on your Done button to complete the transaction.

