

How to Add Self-Enroll Option for Students

1. Click KCTCS Student Administration from the menu.
2. Select KCTCS Student Records.
3. Select Advisors option.
4. Select Self Service Enroll Permission.

5. Enter Student ID or search for Student name.
6. Click + to add a row, then enter the 4-digit term for self-enroll.
7. Click Save.

Self Service enroll permission

Enter any information you have and click Search. Leave fields blank for a

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

ID: begins with ▼

Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search](#)

Student self service enrollment security

	Term	Authorized?	Manual Override	
1	4082	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+
2	4166	<input checked="" type="checkbox"/>	<input type="checkbox"/>	+

[Save](#)