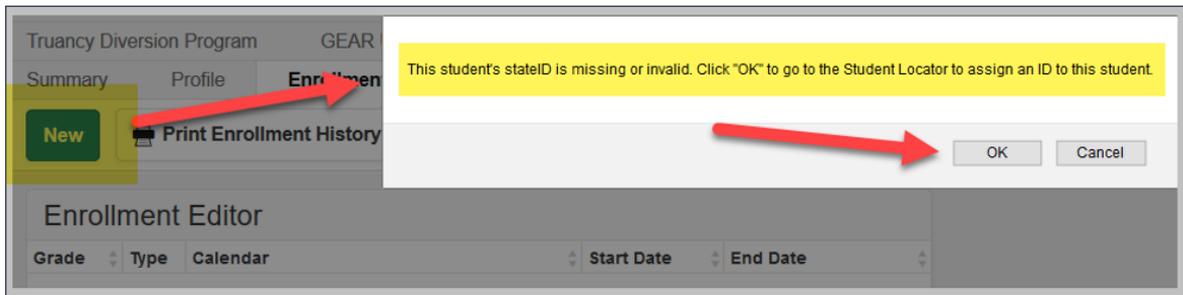


# Steps for Using OLR with Campus State Edition

Last Modified on 10/22/2022 9:45 am CDT

These steps are for District Edition sites that are linked to [Campus State Edition](#).

#	Task
1	Use the <a href="#">Student Processing</a> tool to search for and review the application you want to process.
2	Click the <b>Open Campus Enrollments</b> button to open the student's Enrollment tab in Campus where you can create a new enrollment record. ▶ <a href="#">Click here to expand...</a>
3	Click <b>New</b> to create a new enrollment. <b>Result:</b> If the student never had an enrollment in the district, a message displays asking you to click <b>OK</b> to go to <a href="#">Student Locator</a> to link the record to a State ID.
4	Use the <a href="#">Student Locator</a> to search the state database for a record of the student being enrolled in another district in the state.



# Task

- 5 If their name appears in the search list, click their name to open the Person Record and Enrollment Detail record to determine if this is the correct student.

**Student Locator Wizard** [Student Information](#) > [General](#) > Student Locator Wizard

**Student Locator**

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search.  
To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

Last Name	<input type="text" value="Adams"/>	Name	State ID	Gender	Birth Date	%
First Name	<input type="text" value="Aria"/>	Adams, Aria	123456789	F	08/20/2009	100
Gender	<input type="text" value="Female"/>	<p>Select the student's name if they appear in this list to link the new student to the existing record and prevent duplications. Do <b>NOT</b> click the option to Create New Student.</p>				
Birth Date	<input type="text"/>					
Middle Name	<input type="text"/>					
SSN #	<input type="text"/>					
State ID	<input type="text"/>					
<input type="button" value="Search---&gt;"/>		<input type="button" value="Create New Student &gt;"/>				

- 6 If you found the correct student, select that student and follow the steps for enrolling the student in the new district.

If a student was not found, click the **Create New Person** button.