View Enrollment Request Search
The enrollment engine keeps a history of all enrollment requests that it processes successfully.

Enrollment Requests may be searched and viewed according to search criteria entered in the Enrollment Request Search component. For example, a search may be conducted to find out how a student was dropped from a class, or to display a list of students enrolled in a class that has been cancelled, etc.

Access to this component is not standard for advisors. If you need access to this component, speak to whomever you directly report. If appropriate, a security request change will be submitted at your institution.

Note: Parts of images may be obscured for security reasons.

<table>
<thead>
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<th>Step</th>
<th>Action</th>
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| 1.   | Enter [https://home.cunyfirst.cuny.edu](https://home.cunyfirst.cuny.edu) in your browser’s address bar:  
- Enter your Username and Password and click the Go icon.  
- From the Enterprise Menu, select the HR/Campus Solutions link. |
| 2.   | Navigate to: Records and Enrollment > Enroll Students > Enrollment Request Search. |
| 3.   | **Enrollment Request**  
Enter any information you have and click Search. Leave fields blank for a list of all values.  

Find an Existing Value  
Maximum number of rows to return (up to 300): 300  
Academic Institution: begins with |
| 4.   | Click the Search button. |

Note: The Institution must be selected on the User Default page under Set Up SACR in order to perform this process.
On the Enrollment Request Search page, enter search criteria into at least two of the following fields: Academic Career, Term, Enrollment Request ID, Enrollment Request Source, Enrollment Request Action, Enrollment Action Reason, User ID, EmpID (CUNY ID), and Class Nbr.

6. Click the Search button or move to the next step to narrow the Enrollment List search results.

7. To narrow the Enrollment List results, in the Enrollment Action Range section click the From Date Choose a date icon. On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

8. In the Enrollment Action Range section, click the End Date Choose a date icon. On the calendar, click:
   a. the left dropdown box icon, and then click the correct month;
   b. the right dropdown box icon, and then click the correct year; and lastly
   c. the correct day of the month.

9. To narrow the Enrollment List results, in the Last Update Range section enter the From Date Time and Thru Date Time.

10. Click the Search button.
In the Enrollment List section, each row provides the fields of a successful enrollment request. Select Fields tabs to view the variety of data related to Enrollment Requests. Click the column header to sort the data in ascending order. Click the column header again to sort the date in descending order.

End of Procedure.