



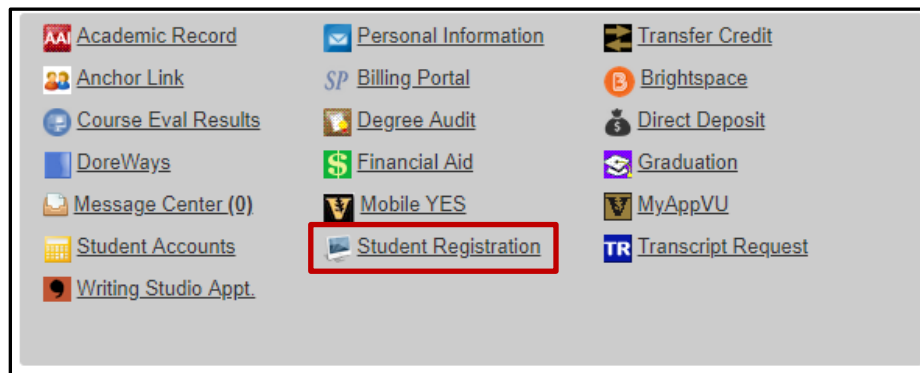
YES User Guide

COVID-19 Testing Time Block Enrollment

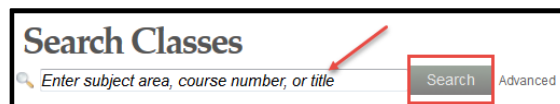
A guide to adding a COVID-19 testing time block to the cart and enrolling from the class cart. Enrollment is available through the Student Registration application in the YES suite of applications.

Adding a COVID-19 Testing Time Block to the Cart

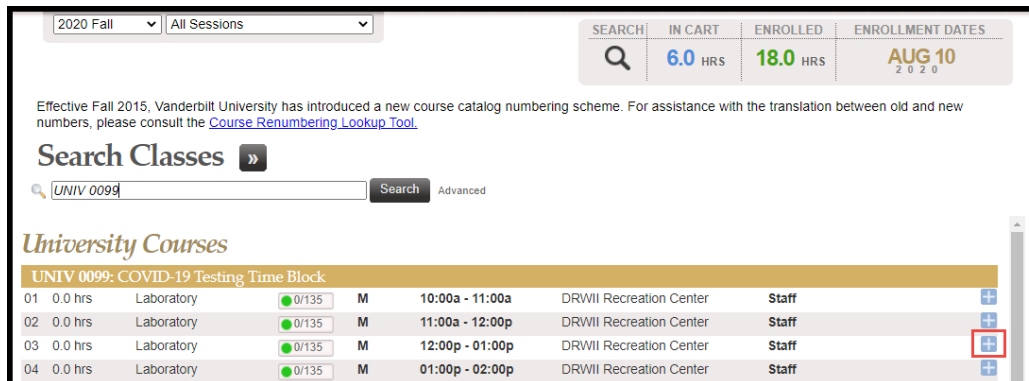
1. On the student landing page, click **Student Registration**.



2. Enter UNIV 0099 into the text box and click **Search**.

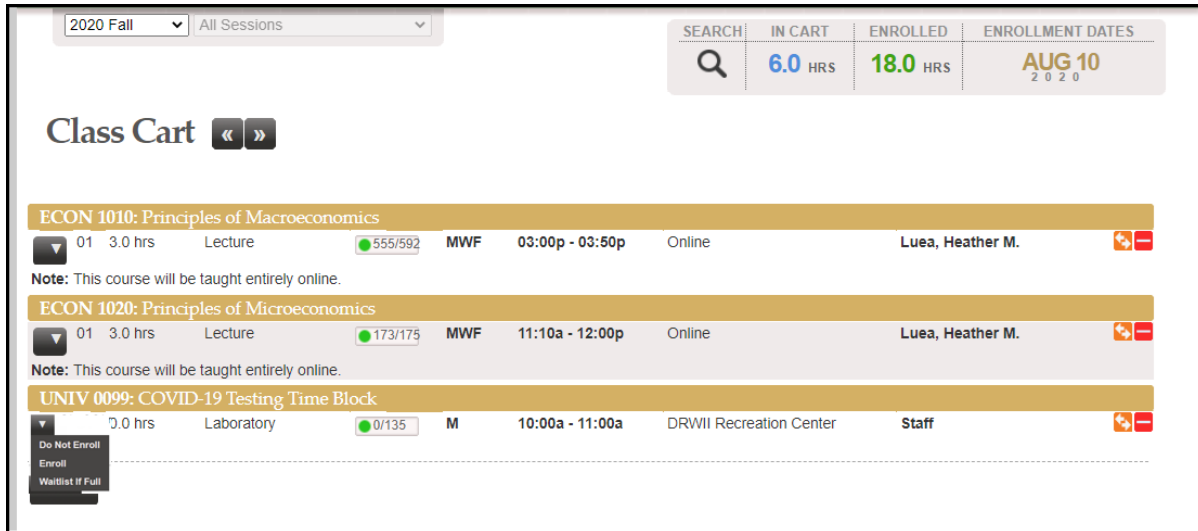


3. To add the class to your cart, click the **+** icon or select Add to Cart from the Class Detail page.



Enrolling from the Class Cart

1. To register, click on the drop down arrow to the left of the class and select Enroll.




The screenshot shows the 'Class Cart' interface. At the top, there are filters for '2020 Fall' and 'All Sessions'. A summary bar shows 'SEARCH' with a magnifying glass icon, 'IN CART' with '6.0 HRS', 'ENROLLED' with '18.0 HRS', and 'ENROLLMENT DATES' with 'AUG 10 2020'. Below this, the 'Class Cart' title is followed by navigation arrows. Three courses are listed:

- ECON 1010: Principles of Macroeconomics**
01 3.0 hrs Lecture 555/592 MWF 03:00p - 03:50p Online Luea, Heather M. [Add] [Remove]
- ECON 1020: Principles of Microeconomics**
01 3.0 hrs Lecture 173/175 MWF 11:10a - 12:00p Online Luea, Heather M. [Add] [Remove]
- UNIV 0099: COVID-19 Testing Time Block**
01 0.0 hrs Laboratory 0/135 M 10:00a - 11:00a DRWII Recreation Center Staff [Add] [Remove]

A dropdown menu is open for the UNIV 0099 course, showing options: 'Do Not Enroll', 'Enroll', and 'Waitlist If Full'. The 'Enroll' option is selected.

2. Click Submit to enroll.



This is a close-up of the UNIV 0099 course entry from the previous screenshot. The course details are: 'UNIV 0099: COVID-19 Testing Time Block', '01 0.0 hrs Laboratory', '0/135', 'M', '10:00a - 11:00a', 'DRWII Recreation Center', and 'Staff'. A red rectangular box highlights the 'Submit' button located below the course details.

3. If registration is successful, you will receive a confirmation message on the bottom right corner. If registration is not successful, an error message will appear with the reason why.

NOTE: If you are enrolled in a class that has a time listed in YES, you will not be able to register in a COVID-19 Testing Time Block at the same time, even if the class in which you are enrolled is being offered asynchronously.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.