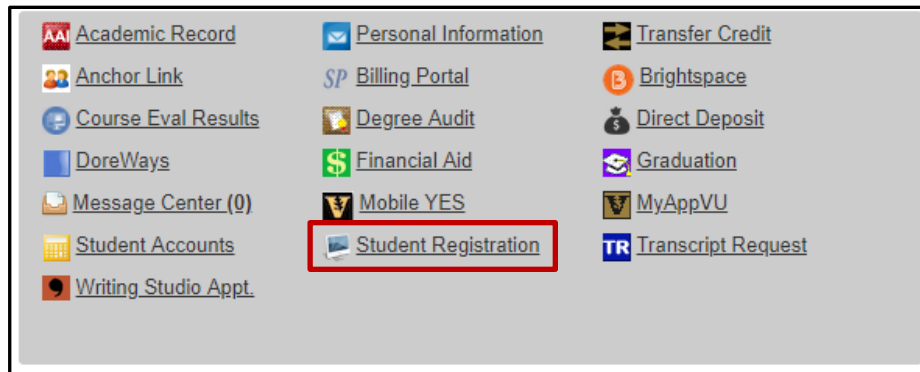# YES User Guide

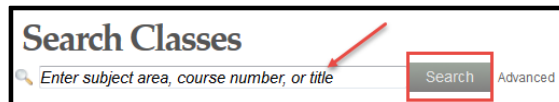*COVID-19 Twice Weekly Testing Time Block Enrollment*

A guide to adding COVID-19 twice weekly testing time blocks 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 Twice Weekly 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. You will register for one paired testing course: UNIV 0099A (Sunday/Wednesday), UNIV 0099B (Monday/Thursday), or UNIV 0099C (Tuesday/Friday).

4. To add the class to your cart, click plus sign icon or select Add to Cart from the Class Detail page.

5. You will be prompted to select another testing block on the paired day. Click the green arrow icon to select the Test 2 section.

COVID-19 Testing Time Block A requires the following additional classes:

Test 2: Select a Test 2 from the list below using the ⬆ icon.

The following classes are already associated with COVID-19 Testing Time Block A.

UNIV 0099A: COVID-19 Testing Time Block A

| 02 | 0.0 hrs | Test 1 | ● 1/100 | U | 07:30a - 08:00a 01/31/2021 - 04/30/2021 | DRWII Recreation Center | Staff | |

Save   Cancel

UNIV 0099A: COVID-19 Testing Time Block A

23		Test 2	● 0/100	W	07:00a - 07:30a 01/31/2021 - 04/30/2021	DRWII Recreation Center	Staff	⬆
24		Test 2	● 1/100	W	07:30a - 08:00a 01/31/2021 - 04/30/2021	DRWII Recreation Center	Staff	⬆
25		Test 2	● 0/100	W	08:00a - 08:30a 01/31/2021 - 04/30/2021	DRWII Recreation Center	Staff	⬆
26		Test 2	● 0/100	W	08:30a - 09:00a 01/31/2021 - 04/30/2021	DRWII Recreation Center	Staff	⬆

6. Click Save to add the class to your cart.

The following classes are already associated with COVID-19 Testing Time Block A.

UNIV 0099A: COVID-19 Testing Time Block A

| 02 | 0.0 hrs | Test 1 | ● 1/100 | U | 07:30a - 08:00a 01/31/2021 - 04/30/2021 | DRWII Recreation Center | Staff |
| 25 | | Test 2 | ● 0/100 | W | 08:00a - 08:30a 01/31/2021 - 04/30/2021 | DRWII Recreation Center | Staff |

You can use the ⬆ icon to swap out a class or click the save button to continue.

Save   Cancel

Enrolling from the Class Cart

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

Class Cart « »

UNIV 0099A: COVID-19 Testing Time Block A

| ▼ | 02 | 0.0 hrs | Test 1 | ● 1/100 | U | 07:30a - 08:00a 01/31/2021 - 04/30/2021 | DRWII Recreation Center | Staff | |
| | | | Test 2 | ● 0/100 | W | 08:00a - 08:30a 01/31/2021 - 04/30/2021 | DRWII Recreation Center | Staff | ⬆ |

Do Not Enroll
Enroll
Waitlist if Full
Submit

2. Click Submit to enroll.

UNIV 0099A: COVID-19 Testing Time Block A

| E▼ | 02 | 0.0 hrs | Test 1 | ● 1/100 | U | 07:30a - 08:00a 01/31/2021 - 04/30/2021 | DRWII Recreation Center | Staff | |
| | 25 | | Test 2 | ● 0/100 | W | 08:00a - 08:30a 01/31/2021 - 04/30/2021 | DRWII Recreation Center | Staff | ⬆ |

Submit

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.