Using the EL Co-Enrollment Designation in TE

**For designating individual students:**

1. On the Records menu, go to Students and select Records to open the Records – Students – Records lister.

2. Click the New button in the upper left corner of the lister.

3. Check the box titled EL Navigator under Special Program Entries

**For designating an entire class:**

1. On the Organization menu, go to Classes and select Instances.

2. Click the New button in the upper left corner of the Class Instance record.

3. Check the box titled EL Navigator under Special Program Entries
Adding CalJOBS ID for an Existing Student in TE

1. On the Records menu, go to Students and select Demographics.

2. This opens a screen with ALL demographics fields.

3. Under **Identification**, locate the CalJOBS ID field and enter the CalJOBS ID (max 12 digits).
Designating WIOA Co-Enrollment in TE

On the Records menu, go to Students and select Records.

4. Click the New button in the upper left corner of the lister.

5. Find the field title Personal Status Entries and select the appropriate WIOA program.
   - WIOA, Title I
   - WIOA, Title III
   - WIOA, Title IV