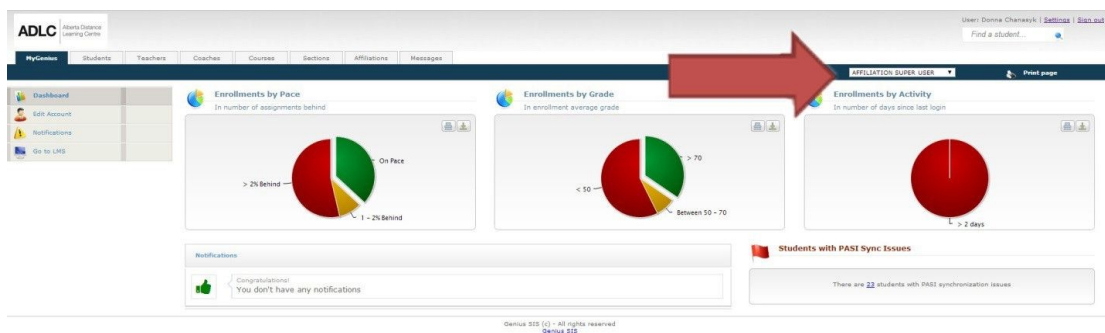


This document is intended to assist Super Users in reinstating a course in ADLC's Student Information System (SIS).

Reinstating is used only when a student has been withdrawn from an ADLC section due to a stall (not submitting work). This is different from allowing the student to work past their end date (an extension) or putting a student back into the course with withdrawn for not starting (re-registration). You can only reinstate an enrollment that was withdrawn within the last 6 months.

1. When you are logged into the SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Enter the student's last name, first name, Alberta Student Number (ASN), or the student's SIS file number in the **Find a student...** field.



3. Click on the hyperlinked student name to bring up their profile.



4. From the menu on the left-hand side in the **Actions** section click **Reinstate**.

5. Select the check box for the course you want to reinstate. If the student has been reinstated before (has been dropped for a stall more than once), then be sure to reinstate the most recent section so that all of their marks will return. Reinstating the student into an older section will put the student back where they had left off in that course.
6. Click the **Reinstate** button.

Questions?

Give us a call at 1-866-774-5333 or email info@adlc.ca