



Using Ed Rep Tools to Batch Enroll Students

Follow these steps to quickly and easily batch enroll students in LOMA courses.

1. Log in to Ed Rep Tools -- <http://edreptools.loma.org/>
2. Select Enroll Students from the top menu bar
3. Under Course Details, select one of the three course types:
 - o Proctored Designation Courses, which consist of I*STAR, Prometric and Paper exams
 - o Online Designation Courses, or
 - o Short online courses



TIP: The highlighted bar in the Course Details section indicates how many courses match your criteria. If you see "No courses found," adjust the language or media type to change your criteria.

4. In the Student Details section, select the Organization from the pre-populated list of Organizations that you manage.
5. In the Bill My Company box, select the account to which this enrollment should be billed. If you receive multiple invoices, please carefully select the correct option.



TIP: The Accounting Code field (optional) allows you to input an internal billing reference that will display on your invoice.

6. If enrolling students for proctored designation courses (paper, I*STAR, or Prometric), select the exam site where they will sit for their exam. The list is pre-populated based on the exam sites associated with the Organization selected.



TIP: To see additional 3rd party exam sites, select that checkbox above the Exam Site list.

7. In the Student(s) list, select all students you wish to enroll in the specific course selected. If you select a name by mistake, delete it by clicking the "X" next to the name.



TIP: The Student(s) list is pre-populated with all active students associated with your Organization, and displays the first 30 names in the list. If you don't see the student name you want, just start typing. If the student has an active record in LOMA's learning system, their name should appear. If an active student does not appear in the Student list at all, verify that you have the correct Organization selected.



TIP: If a student does not already have an active record in LOMA's learning system, click the New Student button and complete all required fields to add that student to LOMA's learning system. To access the course, a New Student should use the email address you specified as their login ID, and use the "Forgot your password?" function to set their own password.



Caution! After entering a New Student, you must click the Clear button to refresh the student list, then select the student's name from the list and click the Add Student button to add them to the enrollment. Note, however, that clicking Clear will also reset your course details, so you will need to select that information again before proceeding.

8. In the Notify box, select Yes if you would like a system-generated enrollment confirmation email sent to the enrolled students.
9. Click the Add Student button to move all selected students for this course into the Enrollment Submission section at the bottom of the screen. They will appear under the Not Submitted tab until you are ready to complete the enrollment. You can sort or filter this list using any of the column headings.



Caution! All information in the Not Submitted list will be lost if the page is closed before clicking ENROLL STUDENT(S).

10. Repeat the steps above to add additional students to additional courses.
11. Confirm that all enrollments shown in the Not Submitted list are correct.



Tip: If you add an enrollment by mistake, you can easily delete it from this list before submitting.

12. When you are ready to complete the enrollment for all students listed under the Not Submitted tab, click the green Enroll Student(s) button at the bottom of the screen.



Tip: If you are enrolling many students at one time, it may take time to process all of the enrollments in the system. You do not need to remain logged in to the system for the list to process. The list will be saved so the next time you login, you can check the status to make sure they all completed successfully. If an enrollment failed, the reason will be provided so you can take appropriate action.

13. Once you click Enroll Students, enrollments will move from the Not Submitted tab to the Submitted tab.



Tip: You can manage this list however you desire. You can leave everything in the history or you can export the enrollments to Excel to save, then delete the history and start fresh next time.

To enroll a student in multiple courses

- Follow steps 1 – 9 above to add the student to the first course in which to enroll the student.
- Return to the Course Details section and select another course in which to enroll the same student.
- Click the Add Student button – the student’s enrollment in the other course is now added to the Not Submitted list.
- When you are ready to process all enrollments in the list, click the green Enroll Student(s) button at the bottom of the screen.

Questions? Contact LOMA’s Office of the Registrar!

1-800-ASK-LOMA, Option 1
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