

Re-Org a Student

When a worker moves to a new location or job, you may need to move their account to a new Org in the system. Here's how to accomplish that.

At A Glance

1. **Students Tab** --> **Add/Edit/Enroll Students** button on the left.
2. Use one or more of the search fields to narrow down the list of students, then click **Show Students**.
3. A field of students will appear. The Student Number in the left of the field can be clicked.
4. On the next screen there is an Organization field with a button marked **Change**.
5. Using the drop down menu(s) select the desired organization, then select the Enrollment Option. If no enrollment option is selected, the student will NOT be enrolled in whatever course from their new organization they haven't yet taken. Also, if their new organization doesn't have a course they have been previously enrolled in, those enrollments will be lost. If the students' new organization has the same course, their progress will be transferred to their new organization.

Step By Step

1. Click the Add/Edit/Enroll Students sub-option from the Admin Menu under the Students tab.
2. Use one or more of the search fields to narrow down the list of students, click Show Students.
3. Click on the hyperlink of the Student_Number to go to the Edit Student screen, as shown below:

Edit Student Info

Edit student account information, view recent student logins.

Edit Account Information

 Update	
Student Number:	101
Registration Date:	7/6/2009 12:21:29 PM
Status:	Active ▼
Student ID:	t3st 
Set Password to:	<input type="text"/> 
Require student update password on login?	<input type="checkbox"/>
Nickname:	<input type="text"/>
Last Name:	test
First Name:	Online Iam
Middle Initial:	E
Language:	English ▼
Company Name:	test1
Organization:	demo  Change
Location:	VLS Select an existing location ▼

4. To move a student to a new organization, click on the **Change** button.
5. Select the new org using the drop down menu(s) then select your Enrollment Option. If you do not select an enrollment option, the student will not be enrolled in any NEW courses in the new org, however, any active enrollments from the old will be transferred to the new org if the courses exist. if the courses do not exist in the new org, any incomplete enrollments will be deleted, and any complete enrollments will be archived.

Move Student to new Org

Change a student's Org. This utility will move the student to the new Org, transfer any Courses that exist in the new Org, archive any remaining complete Courses from the old Org, and delete any incomplete Courses that do not exist in the new Org.

Select New Org

Reseller	Vivid
Company	VLS - Demo Company
Org	Vivid Demo - Technicians

[Enroll Student in New Org's Courses](#)

Cert Enrollment

When moving a student, the student may be enrolled into the Courses available to the new Org.

Select the enrollment choice you would like before clicking on the "Move Student to New Organization" button below.

- Enroll student in **all** certs using the entered active training period.
- Enroll student in all **required** certs using the entered active training period.
- Do not enroll the student in any certs.

The maximum active training period is the number of days until the cert expires. (The default expiration will be 365 days or until the cert expiration, whichever is less.)

Set Training Active for: days

Courses Available Starting:   Leave blank for Cert default

 Move Buddy Holly from MAWSS - OA I to Vivid Demo - Technicians

The interface will provide you with the results of the move on screen.

Successfully moved student to new org:

Transferred 14070 - Req - TELEPHONE SKILLS

Transferred 14071 - Req - THE CUSTOMER

Archived 12934 - Req - FIRST AID -

Deleted 12918 - Req - ETHICS IN THE WORKPLACE

Deleted 12914 - Req - DIVERSITY IN THE WORKPLACE

Deleted 12927 - Req - DRUG FREE AWARENESS PROGRAM (DFAP)

Deleted 12931 - Req - ERGONOMICS (OFFICE & EQUIPMENT)

Deleted 12939 - Req - HAZCOM/RIGHT TO KNOW

Deleted 12948 - Req - PROPER LIFTING AND HANDLING

If you wish to override the OrgCourse settings/schedule, you may populate the "Set Training Active for" box with the number of days you wish the training to be available to the student, and/or the "Courses Available Starting" box with the day you want the course to appear on the student's Incomplete Courses tab. If you leave the boxes blank the values will be populated from the OrgCourse definition.

To edit the Due Date or Start Date after you have enrolled a student, use the "Edit Student Enrollment Dates by Student" utility.