

Hi, this is Forrest from the SWORPS Help Desk. In this video, we'll be learning how to reenroll an attendee who has been inactivated.

If you have already registered for an account, log in using your username and password. If you need help registering for an account or finding the log in page, please refer to our training videos on those topics.

Now, select your grantee and center and click the Reenrollment Screen link. Search for the attendees who need to be reenrolled by student ID, first name, last name or date of birth. The results can then be sorted, ascending or descending, by name, DOB, state ID or grade level.

Once the attendees who need to be enrolled appear in the search results, select them using the check box to the left of their names, and click the Enroll button. If you receive the message "Attendee already enrolled," return to the Attendee Screen and they should be listed in the Results pane.

If you encounter any difficulties, please get in touch with us at sworpshelpdesk@utk.edu and we'll be happy to help.

Please Choose a Grantee and Center to Continue:

SWORPS Testing ▾

CCLC ▾

SWORPS CCLC Test Center ▾

Choose an option:

- [Attendees Screen \(Administer Attendees, Add/Edit Participation\)](#)
- [Reenrollment Screen](#)
- [Add Attendee\(s\)](#)

Search for Student By

Student ID

OR

First Name

Last Name

Date of Birth

Enroll

<input checked="" type="checkbox"/>	Name	Dob	State Id	Grade Level
<input checked="" type="checkbox"/>	Mary Anne Moogly	09/14/2008	2129112	02

1 of 1 items

25 items per page