# Enrolling Learners in an Activity with a Waitlist

<table>
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| 1.   | Begin by navigating to the **Enroll Learners - Find Requester** page.  
      | Click the **Enterprise Learning** link. |
| 2.   | Click the **Enroll Learners** link. |
| 3.   | Use the **Enroll Learners - Find Requester** page to find the person who is making the enrollment request. |
| 4.   | Enter the desired information into the **Requester's First Name** field. Enter a valid value e.g. "Emmylou". |
| 5.   | Click in the **Requester's Last Name** field. |
| 6.   | Enter the desired information into the **Requester's Last Name** field. Enter a valid value e.g. "Dell". |
| 7.   | Click the **Search** button. |
| 8.   | Click the **Select** button. |
| 9.   | Use the **Enroll Learners - Search for Learning** page to search for and select the requested activity or program. |
| 10.  | Enter the desired information into the **Title** field. Enter a valid value e.g. "Navigating". |
| 11.  | Click the **Search** button. |
| 12.  | Use this group box to select an activity or program from the list of search results. Based on the search criteria, the results can include both activities and programs. The system sorts results by name and then code. The system displays only activities and programs that are in the learning environment of the requester.  
      | Click the **Enroll** button. |
| 13.  | Use the **Enroll Learners - Find Learners** page to confirm that you select the appropriate learning and to enter the search criteria for learners.  
<pre><code>  | Note the number of available seats and **available wait list positions**. |
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| 14.  | Use the **Organization Type** field to select an organization type if the requester is an internal learner. Values are:  
  • **All**: Includes departments and customer organizations.  
  • **Customer**: Customer organizations only.  
  • **Department**: Departments only.  
  
  This field is inactive if the requester is an external learner.  
  Click the **Organization Type** list.  
  ![Organization Type list](image) |
| 15.  | Click an entry in the list.  
  ![Department](image) |
| 16.  | Click in the **Organization Name** field.  
  ![Organization Name field](image) |
| 17.  | Use the **Organization Name** field to select a department. The system displays this field only if you select Department in the **Organization Type** field.  
  Enter the desired information into the **Organization Name** field. Enter a valid value e.g. "Customer Service".  
  ![Organization Name field](image) |
| 18.  | Click the **Search** button.  
  ![Search button](image) |
| 19.  | Use the **Enroll Learners - Select Learners** page to select the learners to enroll or register.  
  ![Vertical scrollbar](image) |
| 20.  | Click the **vertical scrollbar**.  
  ![Vertical scrollbar](image) |
| 21.  | Use the **Select All** link to select all learners.  
  ![Select All link](image) |
| 22.  | Click the **Continue Enrollment** button.  
  ![Continue Enrollment button](image) |
| 23.  | Use the **Enroll Learners - Payment Details** page to review and update payment information.  
  ![Select All link](image) |
| 24.  | Click the **Submit Enrollment** button.  
  ![Submit Enrollment button](image) |
| 25.  | Use the **Enroll Learners - Enrollment Confirmation** page to verify if the enrollment was successful or not.  
  ![Vertical scrollbar](image) |
| 26.  | Review the **Available Seats** and **Available Waitlist** values.  
  ![Vertical scrollbar](image) |
| 27.  | Click the **vertical scrollbar**.  
  ![Vertical scrollbar](image) |
| 28.  | Note that four learners are waitlisted.  
  ![Vertical scrollbar](image) |
| 29.  | You have successfully enrolled learners in an activity with a waitlist.  
  **End of Procedure.**  
  ![Vertical scrollbar](image) |