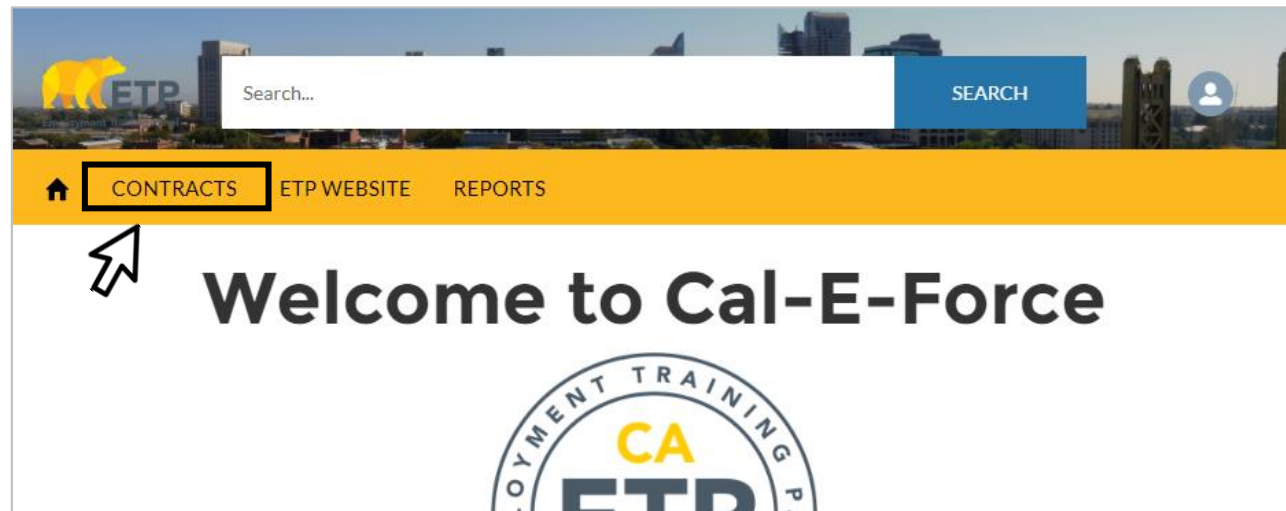
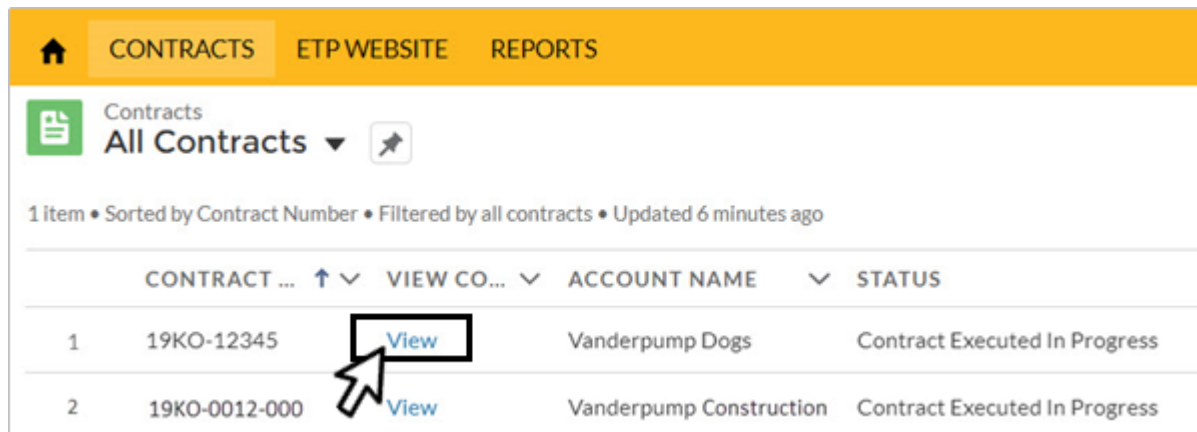


# ETP CAL-E-FORCE REFERENCE GUIDE – MANUALLY ENROLL TRAINEES

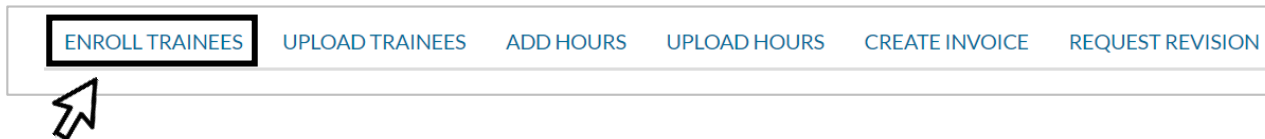
1. At the top of the landing page, select the **Contracts** button on the button bar.



2. Click on the 'View' link for the contract you would like to manually add trainees to. The system will take you to your Contract Details page.



3. Select the **Enroll Trainees** button on the button bar at the top of the Contract Details page.



# ETP CAL-E-FORCE REFERENCE GUIDE – MANUALLY ENROLL TRAINEES

4. Fill out the **Information** section and the **Demographic Data** section with the trainee's information.

Information	
SSN ⓘ *	<input type="text"/>
Employee ID ⓘ	<input type="text"/>
Trainee First Name *	<input type="text"/>
Trainee Last Name *	<input type="text"/>
Trainee Middle Name	<input type="text"/>
Hire Date *	<input type="text"/>
Trainee Status *	Enrolled ▼
Job Number	-None- ▼
Workplace	-None- ▼
Auto Generated ID	<input type="checkbox"/>

Demographic Data	
Gender *	--None-- ▼
Age Group *	--None-- ▼
Education *	--None-- ▼
Veteran *	No ▼
Disabled Veteran	No ▼
Ethnicity *	<div style="border: 1px solid #ccc; padding: 5px;"><p>Available</p><p>White</p><p>African American/Black</p><p>Ethnic Hispanic or Latino</p></div>

5. Click the **Save** button at the bottom of the page.

<input type="button" value="Save"/> <input type="button" value="Cancel"/>
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