Log into Enroll and Pay

To find Instructor’s EmplID in Enroll & Pay, go to Curriculum Management under the Main Menu.

Note: Numbers that begin with 135, 136, 137 or 138 or 139 or 140 or 141 or 142 are payroll ID numbers and cannot be used for the Schedule of Classes.

Click Instructor Schedule. It may be in listed directly under Curriculum Management in your list.
Click the ID looking glass. See next screen shot that shows the Look Up ID fields.
Enter name of the instructor and click Look Up button. Confirm birth date (month and day) and if possible, the last four digits of their social security number. The EmplID will show in the far left column named ID. If no results are returned, the instructor is either not in the system or the name could be spelled wrong.

If instructor is not in the system, they cannot be added to current sections. New appointment sections (when multiple appointment sections) cannot be added without an instructor listed.