

By Individual (Control Number)

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Scheduling > Maintenance > Control Number > By Individual

This tab allows you to assign or change the next year control number for one or more students.

Assign or change next year control numbers:

❑ Enter the selection criteria:

Instr ID	Click ⋮ to to select the instructor's ID (i.e., control number). This is the control number to which all selected students will be changed. The instructor's name is displayed.

❑ Select a student:

Stu ID	Click ⋮ to to select the student whose control number you want to change.

❑ Click **+Add** to select another student. A blank row is added to the grid.

❑ Click **Save**.

The new control number is assigned to the selected students and is displayed in the **NY Cntrl #** field.

🗑	Remove the student from the page. Saved records are not deleted.
Clear	Clear all students from the page. Saved records are not deleted.


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