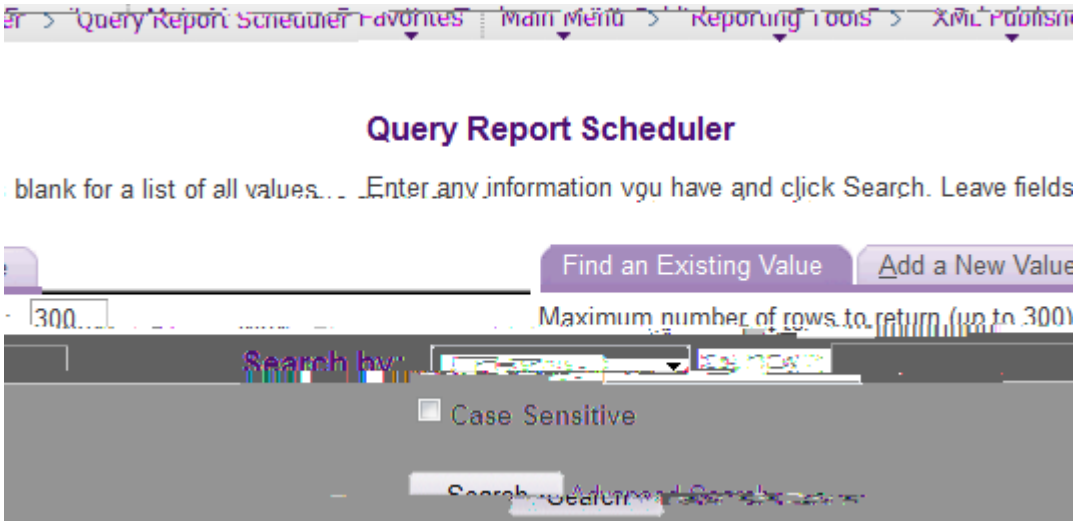
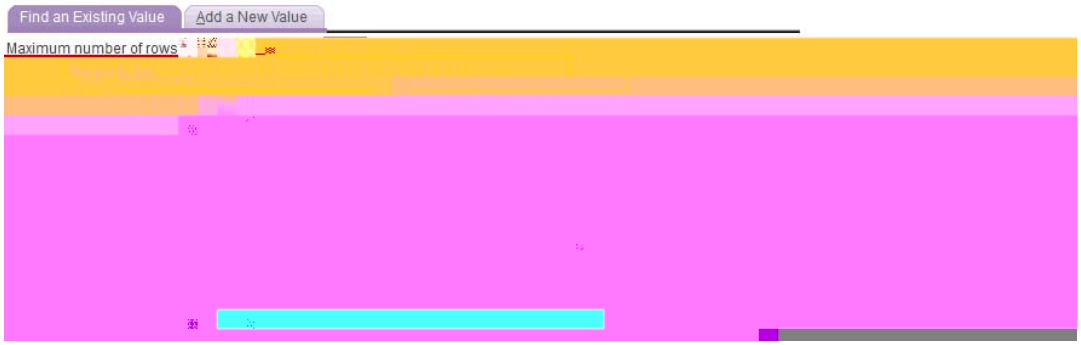
Generating Registration Information Form (Individual Student)

Purpose: The following instructions describe how to generate a Registration Information Form for an individual student.

Step	Action
1.	Navigate to the **Query Report Scheduler** page. Select **Main Menu › Reporting Tools › XML Publisher › Query Report Scheduler.** 
2.	Enter *UNI_AA* as the **Run Control ID** in the **Search by** field. Click the Search button. ***Results:*** Two Run Control IDs display: 
3.	Select the UNI_AA_REG_INFO_FORM_BY_STDNT. ***Result:*** The Query Report Scheduler displays.

Step	Action
6.	A prompt for each of the query parameters displays one at a time. Copy/Paste the

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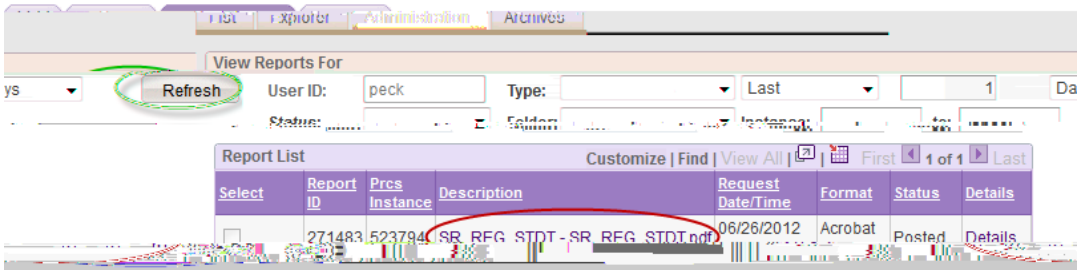
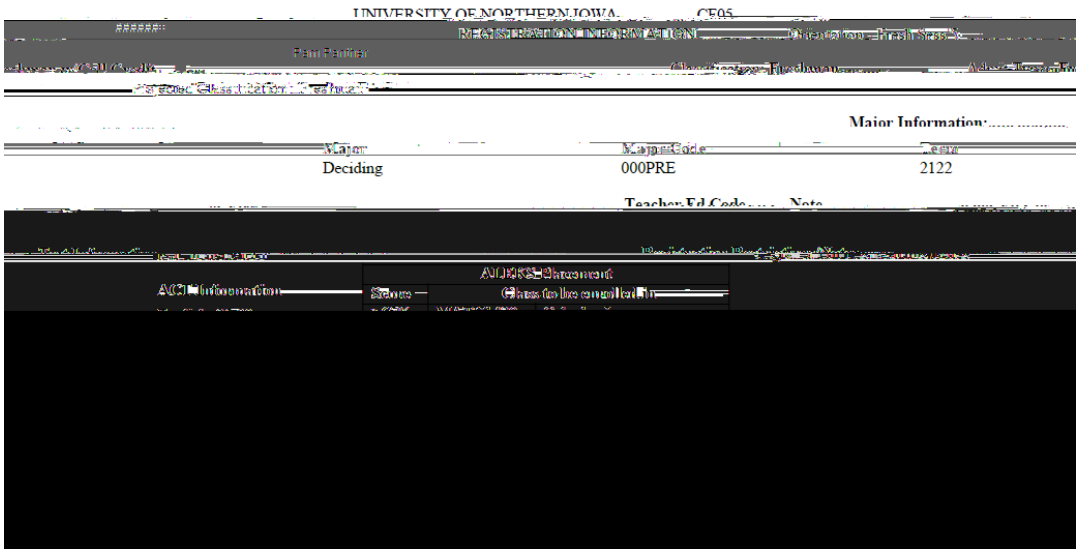
12.	Continue to click the **Refresh** button on the ***Administration*** tab until the report posts. You will not see the link for the PDF report until it posts. 
13.	Click the report link (SR_REG_STDT-SR_REG_STDT.pfd). ***Result:*** A PDF report opens. Use the PDF toolbar to print the report.