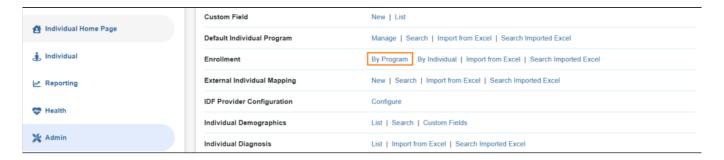# Enrollment of Individuals in a Program

Enrolling individuals in at least one program is necessary to perform the majority of documentation within Therap.

Users assigned with the **IDF Admin** *Administrative Role* will be able to enroll all the individuals for a selected Program using the **Enrollment-By Program** feature in Therap.

- **Enroll Individuals**
- **Edit Enrollment Date**
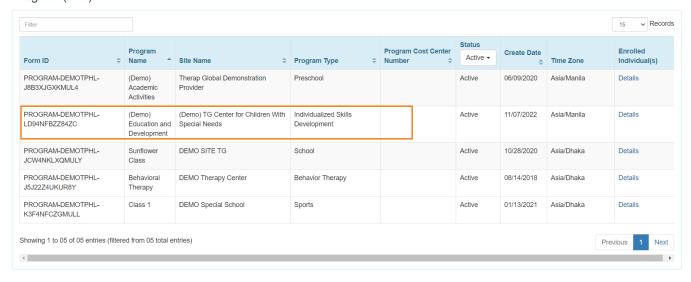- **Discharge Individuals**

Enroll Individuals

1. On the **Admin** tab, click on the **By Program** link beside the **Enrollment** option.

2. On the **Program (Site)** page, click on the preferred program in which you want to enroll the individuals.
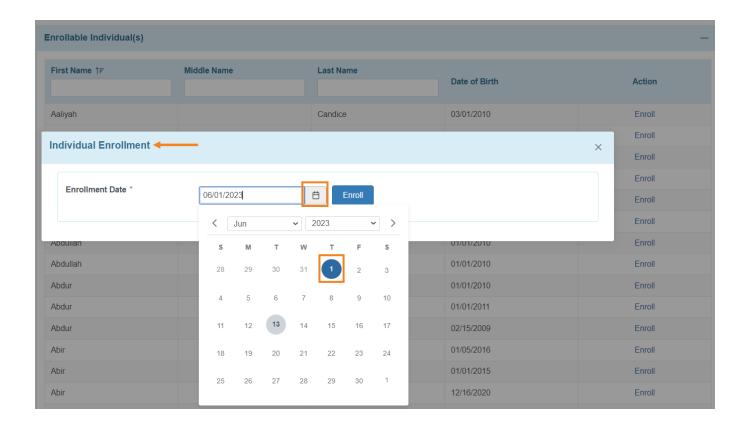
Program (Site)

Form ID	Program Name	Site Name	Program Type	Program Cost Center Number	Status Active ▾	Create Date	Time Zone	Enrolled Individual(s)
PROGRAM-DEMOTPHL-J8B3XJGXKMUL4	(Demo) Academic Activities	Therap Global Demonstration Provider	Preschool		Active	06/09/2020	Asia/Manila	Details
PROGRAM-DEMOTPHL-LD94NFBZZ84ZC	(Demo) Education and Development	(Demo) TG Center for Children With Special Needs	Individualized Skills Development		Active	11/07/2022	Asia/Manila	Details
PROGRAM-DEMOTPHL-JCW4NKLXQMULY	Sunflower Class	DEMO SITE TG	School		Active	10/28/2020	Asia/Dhaka	Details
PROGRAM-DEMOTPHL-J5J22Z4UKUR8Y	Behavioral Therapy	DEMO Therapy Center	Behavior Therapy		Active	08/14/2018	Asia/Dhaka	Details
PROGRAM-DEMOTPHL-K3F4NFCZGMULL	Class 1	DEMO Special School	Sports		Active	01/13/2021	Asia/Dhaka	Details

Showing 1 to 05 of 05 entries (filtered from 05 total entries)

Previous 1 Next

3. From the **Enrollable Individual(s)** section, click on the **Enroll** link.

Enrollable Individual(s)

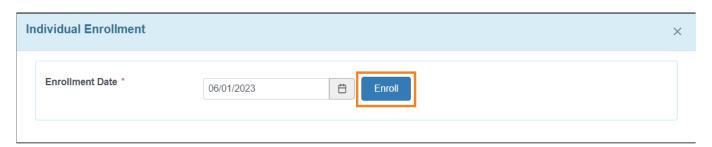| First Name ⬆	Middle Name	Last Name	Date of Birth	Action
Anwar		Ibrahim	03/01/2010	Enroll
Bishal		Yadav	01/01/2001	Enroll
Jannatul		Ferdaus	01/01/2018	Enroll
Kevin		Henry		Enroll
Farah		Hana		Enroll
Abir		Rahman	12/16/2020	Enroll

Showing 1 to 05 of 05 entries

‹ 1 ›

- The **Individual Enrollment** window will be shown. Click on the calendar icon to select the date of enrollment.
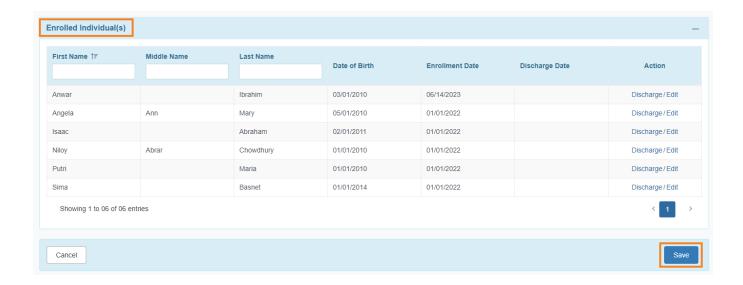
- Click on the **Enroll** button to enroll the individual.

Note: To enroll all the individuals of a selected program, users can follow the above steps.

4. Users can see the enrolled individuals name under the **Enrolled Individual(s)** section. Click on the **Save** button to save the enrollments.
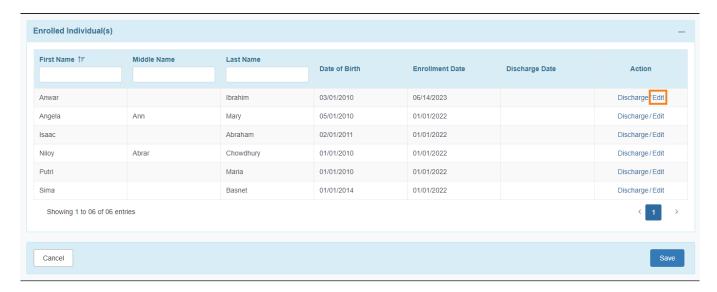
Edit/Discharge Individuals from the Program

Users can **Edit** the **Enrollment Date** and also **Discharge** the individuals if needed from the **Individual Enrollments** page.

Edit Enrollment Date

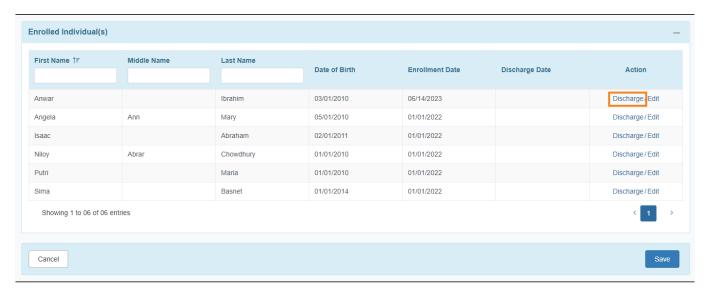- To edit the **Enrollment Date** click on the **Edit** button.

- From the **Enrollment Date** window select the preferred date and click on **Continue**.
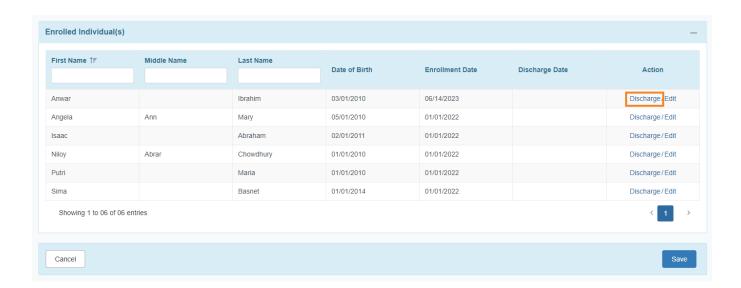

Discharge Individuals

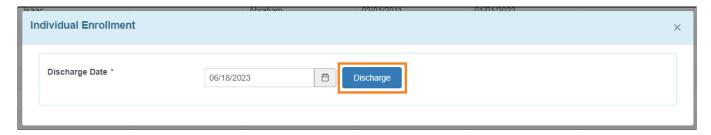- To discharge the individual click on the **Discharge** button under the **Enrolled Individual(s)** section.

- On the **Discharge Date** window, enter the **Discharge Date** and click on the **Discharge** button.

Enrolled Individual(s)

First Name ⇅	Middle Name	Last Name	Date of Birth	Enrollment Date	Discharge Date	Action
Anwar		Ibrahim	03/01/2010	06/14/2023		Discharge / Edit
Angela	Ann	Mary	05/01/2010	01/01/2022		Discharge / Edit
Isaac		Abraham	02/01/2011	01/01/2022		Discharge / Edit
Niloy	Abrar	Chowdhury	01/01/2010	01/01/2022		Discharge / Edit
Putri		Maria	01/01/2010	01/01/2022		Discharge / Edit
Sima		Basnet	01/01/2014	01/01/2022		Discharge / Edit

Showing 1 to 06 of 06 entries

‹ 1 ›

Cancel   Save

- On the **Discharge Date** window, enter the **Discharge Date** and click on the **Discharge** button.

Individual Enrollment

Discharge Date *   06/18/2023   Discharge

- Users must click on the **Save** button to save the enrollment related information.

Cancel   Save