

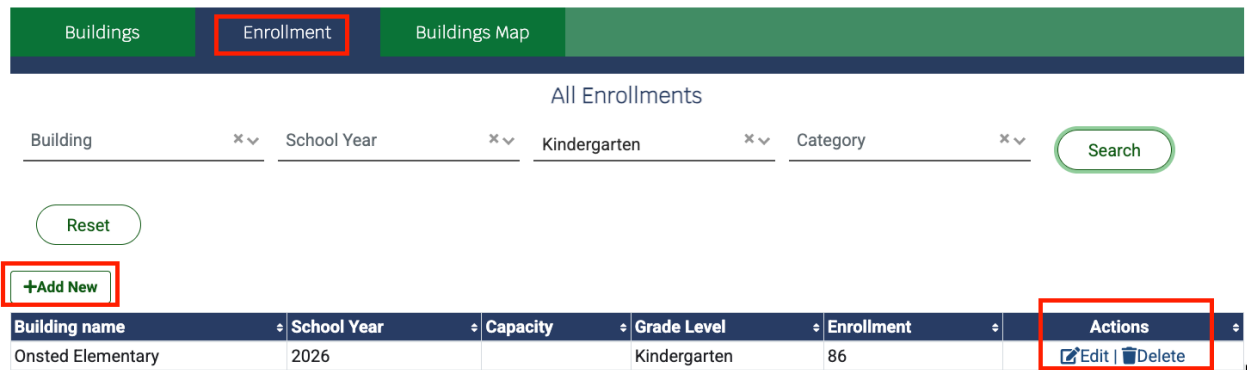
Building Manager Application: Enrollment

The **Enrollment Tab** provides quick access to enrollment reports.

1. In the **My Apps** drawer to the left or at the bottom of the **Munetrix Homepage**, click the **Buildings Manager** icon.



2. You will see various subpages (tabs) across the top of the page.
3. Click the **Enrollment Tab**.



All Enrollments

Building x v School Year x v Kindergarten x v Category x v Search

Reset

+Add New

Building name	School Year	Capacity	Grade Level	Enrollment	Actions
Onsted Elementary	2026		Kindergarten	86	Edit Delete

4. Filter by building, school year, subgroup, or category and click **Search**.
5. Click **Edit** or **Delete** in the **Actions** column.
6. Click the **Add New** button to add an enrollment.
 - a. Select the **Building** from the dropdown menu.
 - b. Fill in the **School Year**.
 - c. Select the **Grade Level** from the dropdown menu.
 - d. Fill in the **Student Count**.
 - e. Click **Save**.

Building*

School Year*

Grade Level*

Student Count*

Save Cancel