



# AIR Check-In Instructions for Supervisors

## Unenroll a Participant

In the participant profile, select **Profile /Unenroll**.

The User will be asked if the participant successfully completed the program. Notice the red asterisk indicating Comments are a required field. Click Submit.

Unenroll this participant

Did Bob APP successfully complete their program on AIR?  Yes  No

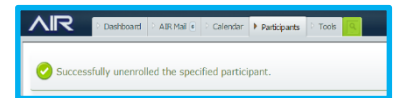
Case Management\* Completed (Successful)

Comments\*

Submit

**A supervisor will not be able to unenroll a participant who has events in the Compliance Queue.** The “Unenroll” button will not display and a pop up will prompt the user to make a determination for those events in the Compliance Queue prior to unenrollment.

A box will pop-up to indicate that the Participant has been successfully unenrolled.



## AIR Support



The ARC (AIR Resource Center) 

The ARC has support resources for AIR Check-In located in the bottom right corner of the website.

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**AIR Support Center (855)350-0528**

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