STEP 1: OPEN YOUR USERS LIST

Once in the Admin interface, on the left side menu choose Users, then choose Users again at the top. This will bring up a list of users in the store(s) you manage.



STEP 2: SELECT THE USERS YOU WISH TO ENROLL

Use the check boxes on the left side to select the users you wish to enroll in the curriculum. Then press the blue Enroll Users button on the right side of the screen.

Users									Ľ	Mass Actions		
1	dd Nev	w Actions	Mass Actions								Message Users 🛛 🖄	
											Activate Users	
5	7	Add Filter									Deactivate Users	
											Reset Password	
1									3 item(s) selected		Change Department 👋	
C	2	1 - 20 of 7054 items						H	4 1 2 3 4 5) H		Enroll Users	
		Last Name 🔺	First Name >	9	Username 🕨	9	Email Address 🕨	Y	Department 🕨		Create Group	Ł
6	9	Pitt	Brad		bpitt@pharmacy.ca		bpitt@pharmacy.ca		1234567		Delete Users	
6	9	Smith	Will		freshprince@pharmacy.ca		freshprince@pharmacy.ca		1234567	1	Deselect 0	,
6	9	Aniston	Jennifer		therealrachel@pharmacy.ca		therealrachel@pharmacy.ca		1234567	Ľ	e e	

STEP 3: SELECT THE COURSES TO ENROLL THEM IN

Press the blue Add Courses button. Then select the course(s) you wish to enroll them in from the list. Once you have selected the courses, press the blue Choose button.

Enroll Users					
Users There are 3 users selected		Cancel	Ø		
Brad Pitt O Jennifer Anistonin O Will Smith Ibna O +					
Course Choose					
Add Courses +					

STEP 4: CLICK ENROLL

Once you click Enroll, your users will be enrolled in the course. They will receive an e-mail in their inbox to let them know that they have been enrolled in the course.





