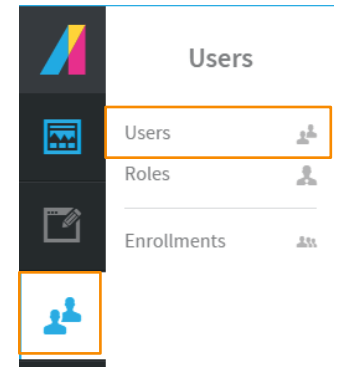


ENROLLING USERS IN A COURSE

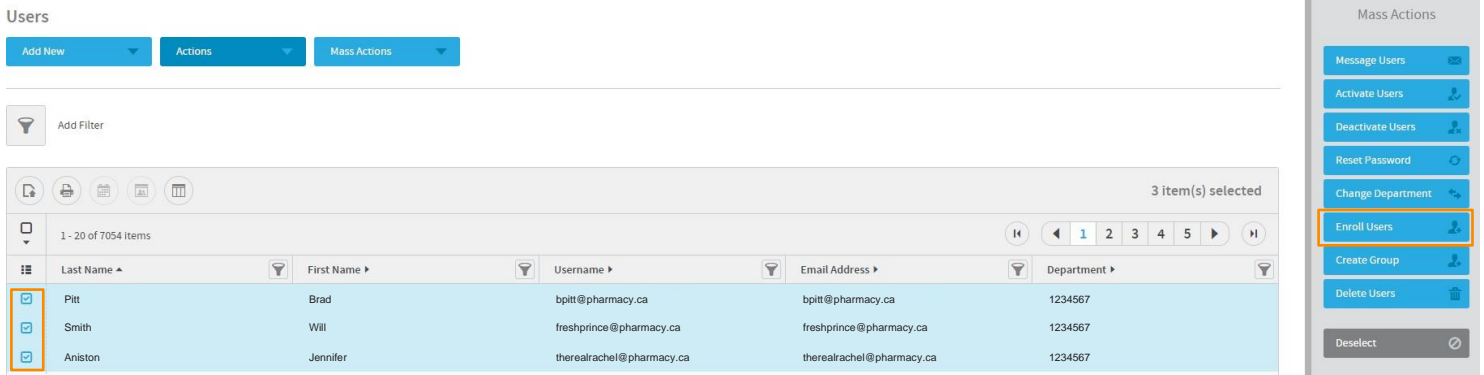
STEP 1: OPEN YOUR USERS LIST

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.



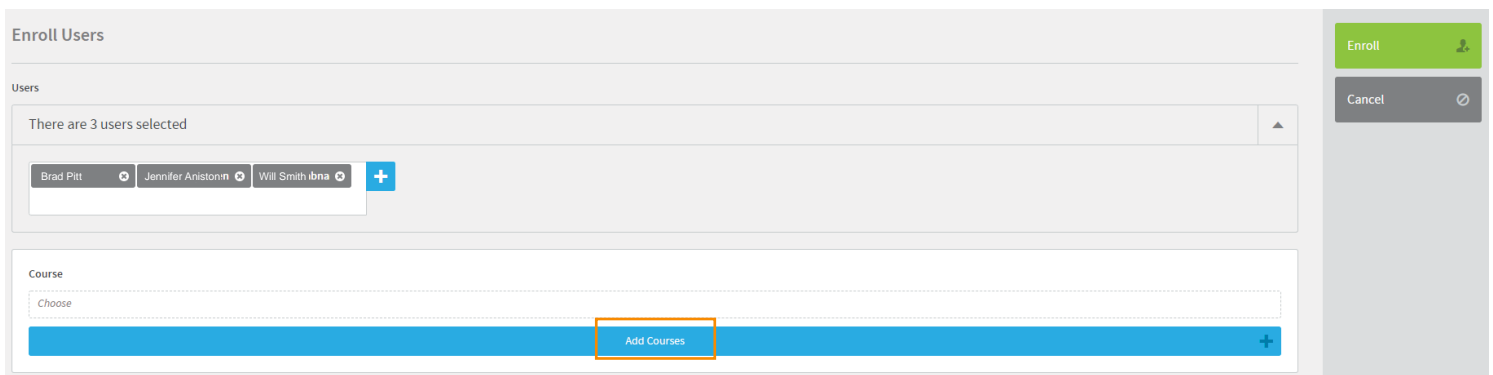
STEP 2: SELECT THE USERS YOU WISH TO ENROLL

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.



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.



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.

