Create an Access Code

This feature is available to Site Managers and users with campus level permissions depending on system configuration: type 13 (e.g., Campus Admin) and type 6 (e.g., Campus Manager) .

In most cases you will want to first create a product enrolment bundle to associate the access code to.

1. Navigate to Access Codes.

2. Select **Create** from the options menu. If you can't see the menu, show the Tool Panel .

3. Complete out the **Details** section of the form.

   a. Enter access code **Number**. You can enter your own number or name or let the LMS generate a random number.

   b. Enter an optional **Description** that appears on the Access Code page.

   c. Enter a number of **Credits**. Credits are the number of times this code can be used. Leave blank for unlimited use.

   d. Select a **Status**. Choose active or inactive. Only active codes can be used for registration.

   e. Enter an optional **Expiry** date. The code can no longer be used after the expiry date has passed.

   f. **Registration Form** option is applicable only to sites that use registration forms for user account creation. This option will let you select which form to present during account creation.

4. Complete the **User Groups** section of the form.

   a. Add or remove User Groups .

   b. All user groups joined to the access code are applied to an account upon consumption.

5. Complete the **Add to Access Code** section of the form to link Bundles or Products.

    a. Select **Bundles** to associate an existing bundle of products to this access code.

- Ensure that your bundle is available to the user groups associated to this access code.

- Select **Show Selected Bundle Courses** to help determine the correct bundle selection.

    b. Select **Products** to create an access code by selecting products instead of a bundle.

- The LMS will create a bundle behind the scenes and assign randomized numerals for the bundle name.

- You can find the new bundle on the bundles page where you can rename and reuse it if you like.

- All products associated to the access code (using either method above) are applied to an account upon access code consumption.

6. **Save**.

An access code may only be used once per account, even when a code is allowed unlimited use.