# Registration and Enrollment

> Some or all of these features may not be in use for your system.

There are several methods to manually enrol users. This chapter covers the type of manual enrolments available to Manager accounts.

- Scheduling Tool enrolments are covered in the Instructor User Manual.
- The manual enrolment methods available only to Site Managers are covered in the Site Manager User Manual.

> Systems that use automatic enrolments (e.g. via an integration, single-sign-on, or automatic enrolment by user group), should use these enrolment methods with caution.
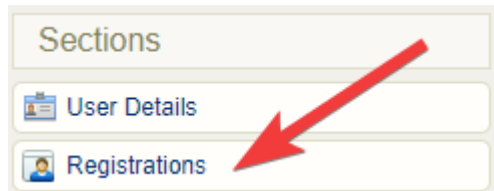
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# Campus Enrolments

> This feature is available to Site Manager and Manager accounts depending on system configuration.

Users may be added to any of the campuses available to the account.

## Add Campus enrolment

1. Log in with Site Manager or Manager account.

2. Navigate to the user's profile .

3. Select **Registrations** from the Section menu.



4. Select the campus from the drop-down.

5. Select **Add**.

> You can enrol one campus at a time from the user's profile.  The user is not removed from other campus enrolments.

## Remove Campus Enrolment

1. Log in with Site Manager or Manager account.

2. Navigate to the user's profile .

3. Select the campus to remove.

4. Select **Remove**.

5. Use **Select All** to remove several campuses at a time.

> 💡 The system requires the user to remain enroled to at least one campus.

## Change Default Campus

> 🔥 Changing the default campus can affect system relationships. Use caution, especially if your system uses single-sign-on (SSO) or has an integration with a 3rd party system. Changing the default campus can affect system relationships and determine which theme (skin) is applied and which language and email alerts an account sees.

The default campus can determine which theme (branding, colours) is applied and which language and email alerts an account has access to.

1. Navigate to the user's profile .
2. Select the campus from the drop-down menu under default campus.

> 💡 The user is not removed from their former default campus enrolment.

## Bulk Campus enrolments

Multiple campus enrolments can be done via the Import Utility. Select the Users import type from the drop-down.

# Enrolment via Access Code

This feature is available to Site Manager and Manager accounts depending on system configuration.

Manager accounts must have an access code made available to them before they can enrol users to a product unless they are using the Scheduling Tool. For some systems, a Site Manager may need to create and set up the access code on your behalf. See **Access Codes** for more details.
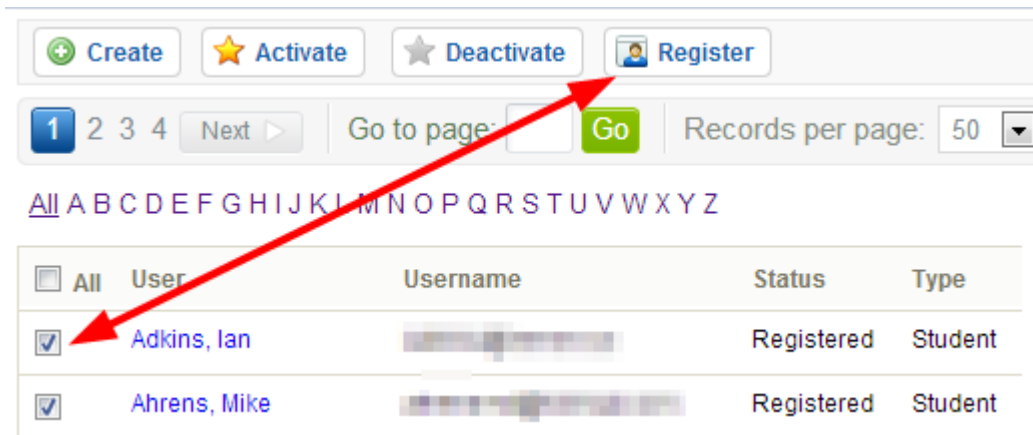
When enrolling users with an access code, the LMS limits the selection to one page of users at a time (a maximum of 100). See Pagination for more details.

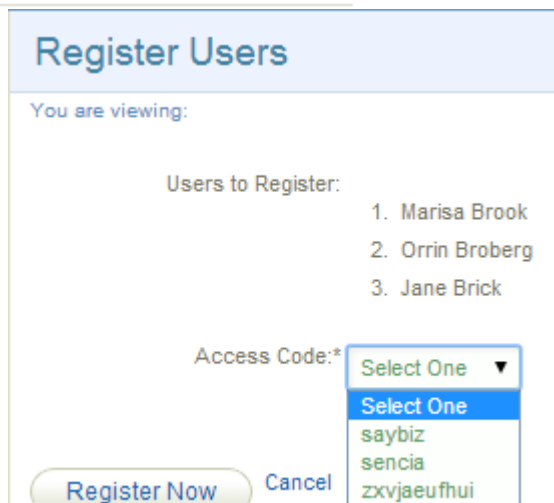Users enroled via an access code are enroled in all user groups and products defined in the access code.

## Enrol Using a Manager Account

1. Navigate to User Accounts .

2. Optionally use the Pagination  and **Filter Options** to define the results.

3. Select the check boxes  for each user that needs to be enroled or select **All** to select all users on the page.

4. Select **Register** at the top of the list.



5. Select an access code from the drop-down menu.

6. Select **Register Now**. A summary screen will confirm the enrolments.

7. Optionally select the check boxes  to send users an enrolment email.

## Enrol Using Site Manager Account

1. Navigate to User Accounts .

2. Optionally use the Pagination and **Filter Options** to define the results.

3. Select the check boxes for each user that needs to be enroled or select **All** to select all

   users on the page.

4. Select **Registration to Access Code** from the user options menu. If you can't see the menu,

   Show Tool Panel .



5. Select an access code from the drop-down at the bottom of the page.

6. Select **Register Now**. A summary screen will confirm the enrolments.

7. Optionally select the check boxes to send users an enrolment email.