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.

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- 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.