

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.

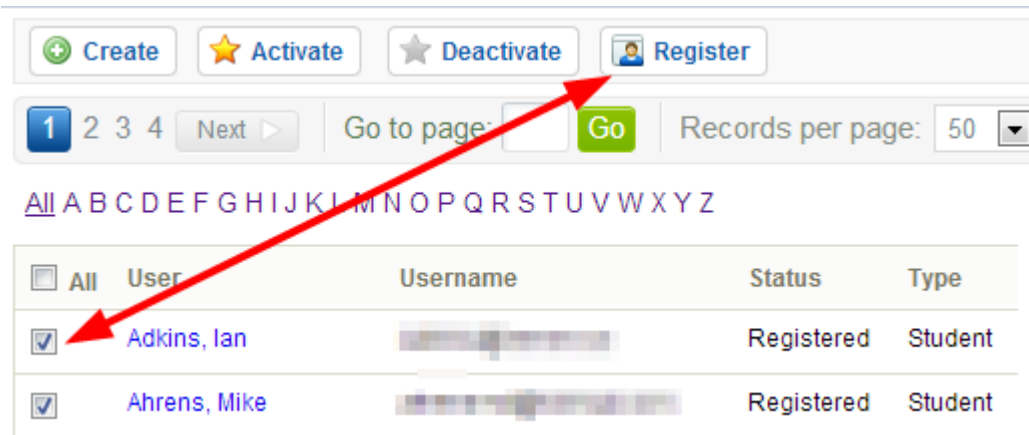


Users enrolled via an access code are enrolled in all user groups and products defined in the access code.

Enrol Using a Manager Account

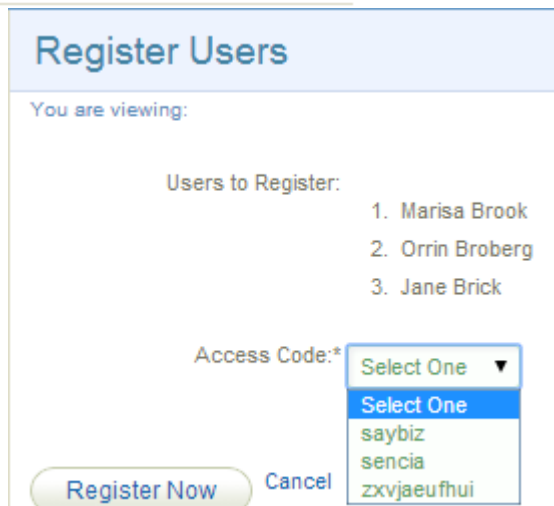
1. [Navigate to User Accounts](#) .
2. Optionally use the [Pagination](#) and **Filter Options** to define the results.
3. [Select the check boxes](#) for each user that needs to be enrolled or select **All** to select all users on the page.

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



The screenshot shows a user management interface. At the top, there are four buttons: 'Create' (with a plus icon), 'Activate' (with a star icon), 'Deactivate' (with a star icon), and 'Register' (with a person icon). Below these buttons is a pagination section with page numbers 1, 2, 3, 4, a 'Next' button, a 'Go to page:' field, a 'Go' button, and a 'Records per page:' dropdown set to 50. Below the pagination is a filter bar with 'All' selected and a list of letters A through Z. Below the filter bar is a table with columns: 'All', 'User', 'Username', 'Status', and 'Type'. The table has two rows of data: 'Adkins, Ian' and 'Ahrens, Mike', both with status 'Registered' and type 'Student'. A red arrow points from the 'Register' button to the 'Adkins, Ian' row.

All	User	Username	Status	Type
<input checked="" type="checkbox"/>	Adkins, Ian	[redacted]	Registered	Student
<input checked="" type="checkbox"/>	Ahrens, Mike	[redacted]	Registered	Student



The screenshot shows a 'Register Users' dialog box. It has a title bar 'Register Users'. Below the title bar, it says 'You are viewing:'. Underneath, there is a section 'Users to Register:' with a list of three names: '1. Marisa Brook', '2. Orrin Broberg', and '3. Jane Brick'. Below this list is a section 'Access Code:*' with a dropdown menu. The dropdown menu is open, showing the following options: 'Select One', 'Select One', 'saybiz', 'sencia', and 'zxvjaeufhui'. At the bottom of the dialog box, there are two buttons: 'Register Now' and 'Cancel'.

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 enrolled 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.