

# 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.

1 2 3 4 Next > Go to page:  Go Records per page: 50

[All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

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

### Register Users

You are viewing:

Users to Register:

1. Marisa Brook
2. Orrin Broberg
3. Jane Brick

Access Code:\*

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.