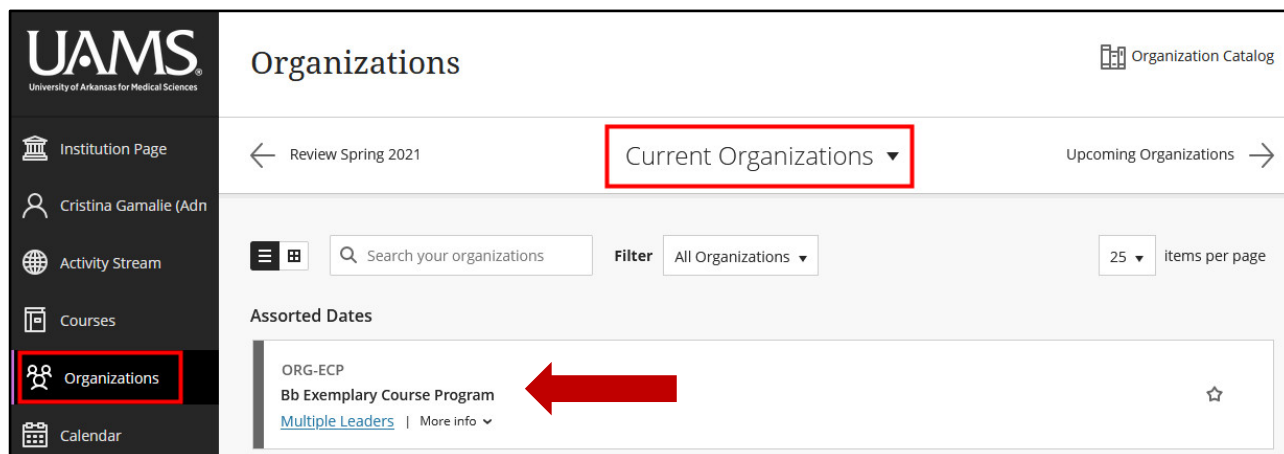


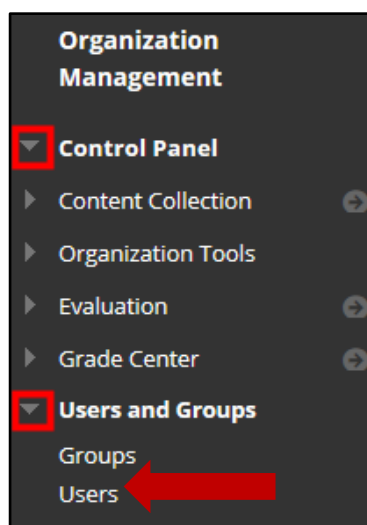
Enroll a Single User in an Organization

For most organizations, instructors will batch enroll participants. Please see the related step by step instructions for Batch Enroll. For a small group of users, someone with the role of **Org Leader** can enroll one participant at a time.

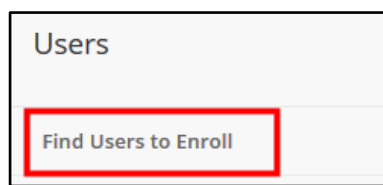
1. On the **Organizations** page, locate the organization in which you want to enroll students. Click the name to access it. If the organization is not available yet, check the main tab for upcoming organizations.



2. Once in the organization, under the **Control Panel**, click **Users and Groups > Users**.



3. On the Users page, click **Find Users to Enroll**.



Enroll a Single User in an Organization

4. On the **Add Enrollments** page, type a username or click **Browse** to search for users.

Note: Only users that are not already enrolled in your organization will be identified in a search for users.


Add Enrollments: ORG_OED_Training_Sessions

*Users that have an existing account in the system can be enrolled in the Organization. Click **Browse** to search for users. Only users that are not already enrolled in the Organization will be identified in a search for users. [More Help](#)*

* Indicates a required field.

ENROLL USERS

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

* Username 

Role

Enrollment Availability Yes No


*Click **Submit** to proceed. Click **Cancel** to go back.*

5. The Browse page lets you search by **Username**, **First Name**, **Last Name** or **Email**. When the correct person is located, click the checkbox to the left of their name and click the **Submit** button.


Note: If you want to add multiple users, each must be separated with a comma. Redo the search to select additional users to enroll.

Users

Search Options:

| <input checked="" type="checkbox"/> | STATUS | FIRST NAME | LAST NAME  | USERNAME | EMAIL |
|-------------------------------------|--------|------------|---|-----------|-------|
| <input checked="" type="checkbox"/> | | John | Doe | student01 | |

Displaying 1 to 1 of 1 items



Enroll a Single User in an Organization

6. On the **Add Enrollments** page, the **Username** field is now populated. Make sure **Participant** is selected as the **Role** and **Enrollment Availability** is set to **Yes**. Click **Submit**.

Add Enrollments: ORG_OED_Training_Sessions
*Users that have an existing account in the system can be enrolled in the Organization. Click **Browse** to search for users. Only users that are not already enrolled in the Organization will be identified in a search for users. [More Help](#)*

* Indicates a required field.

ENROLL USERS

*Enter one or more Usernames. Separate multiple Usernames with commas. Click **Browse** to search.*

* Username

Role

Enrollment Availability Yes No

*Click **Submit** to proceed. Click **Cancel** to go back.*

7. On the **Users** page, you should see a message at the top that says **Success: Enrollment added for user**. The participant should now appear in the list with the respective role.

Success: Enrollment added for user: student01

Users

Find Users to Enroll Batch Enroll Users

Search:

| USERNAME | FIRST NAME | LAST NAME | EMAIL | RO | OBSERVER | AVAILABLE |
|-----------|------------|-----------|-------|-------------|----------|-----------|
| student01 | John | Doe | | Participant | | Yes |