

## Facilitator: Enroll Faculty and Staff in Instructor Led Training using Enroll Team

Admin Icon

1. **Registrar** Tab > **Enroll Team**
2. Assure the **Include Contact as Learner** selection box is not checked.
3. Ignore all billing. Classes are free.
4. Assure your username is correct in the **Contact Name** field.
5. Click the **Next** button.

7. Select Instructor-Led Training from the drop down box.
8. Enter Course or Offering ID in the Search Field.
9. Click **Search**.
10. Click the **Select** button next to the needed offering.
11. Click the **Register** button at the bottom of the page.

Don't forget to review results for open seats!

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12. Click **Set Learner** to enroll one person OR **Add Common Learners** for more than one.

**Create Team Enroll**

**Add Common Learners** 12

Add learners to all offerings in the page simultaneously. To add learners to each offering separately, click the 'Add Learners' link for an offering.

▼ **Assessment Troubleshooting Course 1 (Web Based Training, ID: 00001422)**

Learner	Status	Actions
No Learner Assigned	Confirmed	<a href="#">Set Learner</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">12</span> <a href="#">Remove From Cart</a> <a href="#">Notes</a>

13. Search for the learner(s) name(s) using the pop-up **Search Person** box.

14. Click the **Select Box** next to the name(s) in the results.

15. Click the **Select Button**, if prompted.

**Search Person, Internal**

Population\*  First Name

Last Name  UMID

Uniqname  Manager

Organization  Location

Domain  Person Type

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**People** Print | Export

<input type="checkbox"/>	First Name	Last Name	Uniqname	Person Type	UMID	Organization	Location	Manager
<input checked="" type="checkbox"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">14</span>	Allison	Armadillo	TEST7		TEST7	01C Testing Org		BECKSTEI
<input checked="" type="checkbox"/>	Brent	Butterfly	TEST8		TEST8	01C Testing Org		TEST7

16. Confirm correct learner name(s).

17. If **No Learner Assigned** is still listed, click the **Remove from Cart** hyperlink

18. Click **Finish Team Enroll** button.

**Create Team Enroll**

▼ **Inpatient Nurse Test 1 (Web Based Training, ID: 00001631)**

Learner	Status	Actions
No Learner Assigned	Confirmed	<a href="#">Set Learner</a> <a href="#">Remove From Cart</a> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">17</span> <a href="#">Notes</a>
Allison Armadillo	Confirmed	<a href="#">Remove From Cart</a> <a href="#">Notes</a>
Brent Butterfly	Confirmed	<a href="#">Remove From Cart</a> <a href="#">Notes</a>

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