

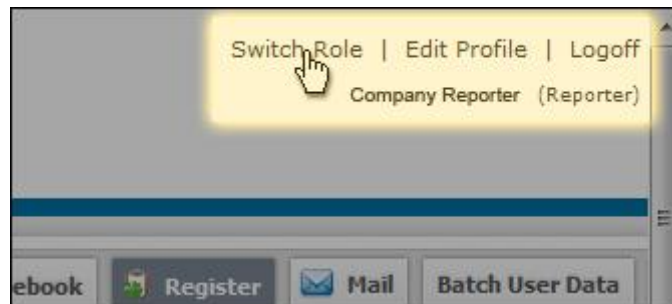
Enrolling in Course/Curriculum Instructions

Please read these step-by-step instructions for enrolling a student into a course or curriculum.

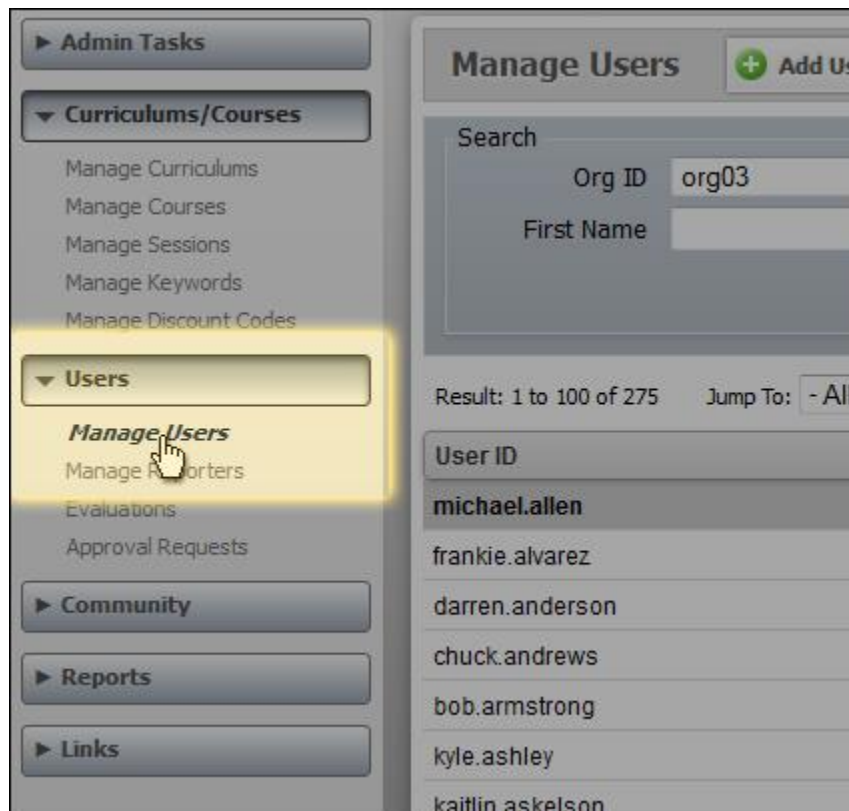
- [Registering by Student](#)
- [Registering by Course/Curriculum](#)
- [Registering Groups of Students](#)

Registering by Student - [return to top](#)

1. Log in to your account as an Administrator or Reporter (your role is listed in the upper right-hand corner of the screen). You may have to click **Switch Role** if you are also enrolled in a course as a student.



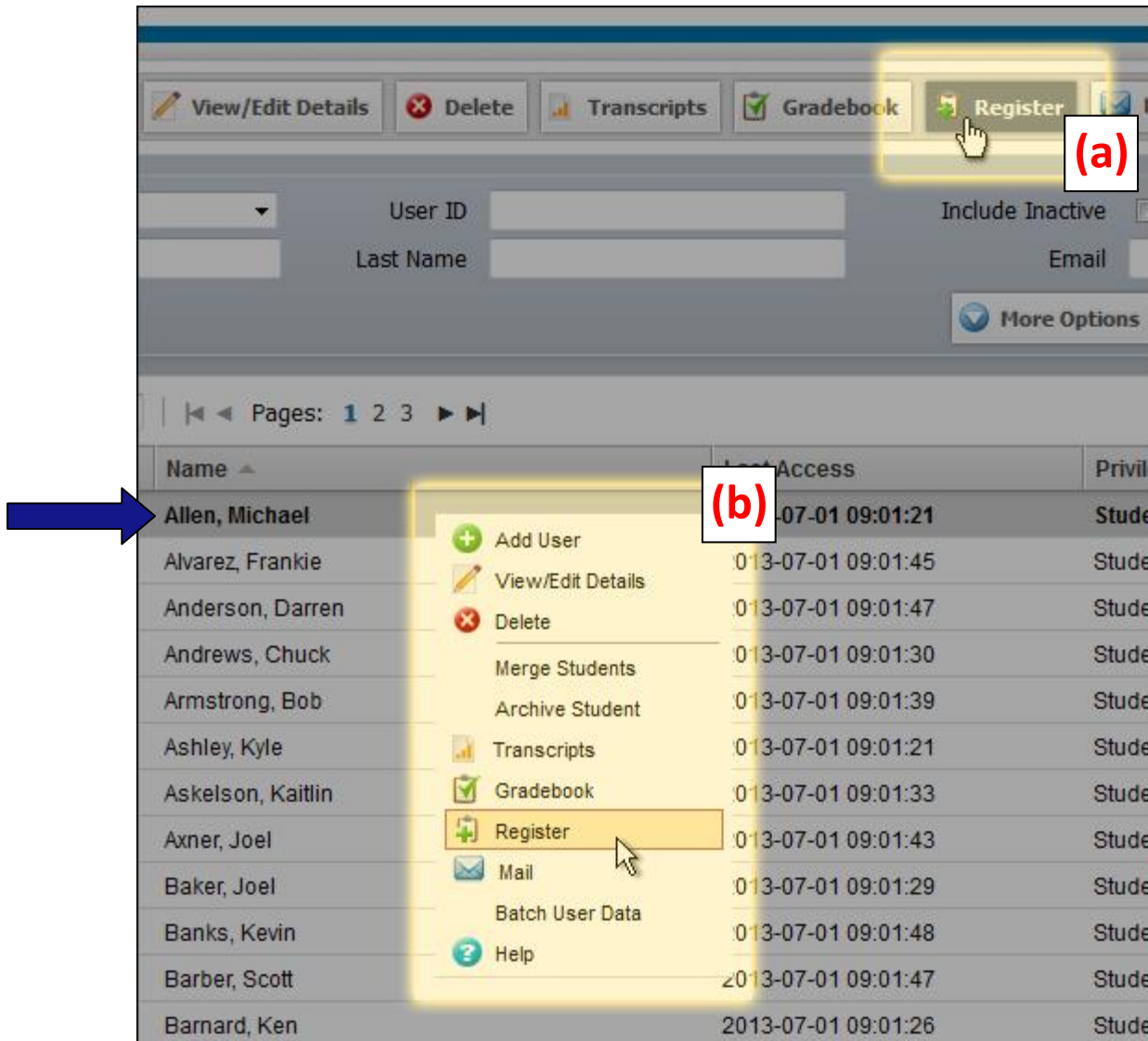
2. On the left-hand control panel, click on **Manage Users** under the Users tab.



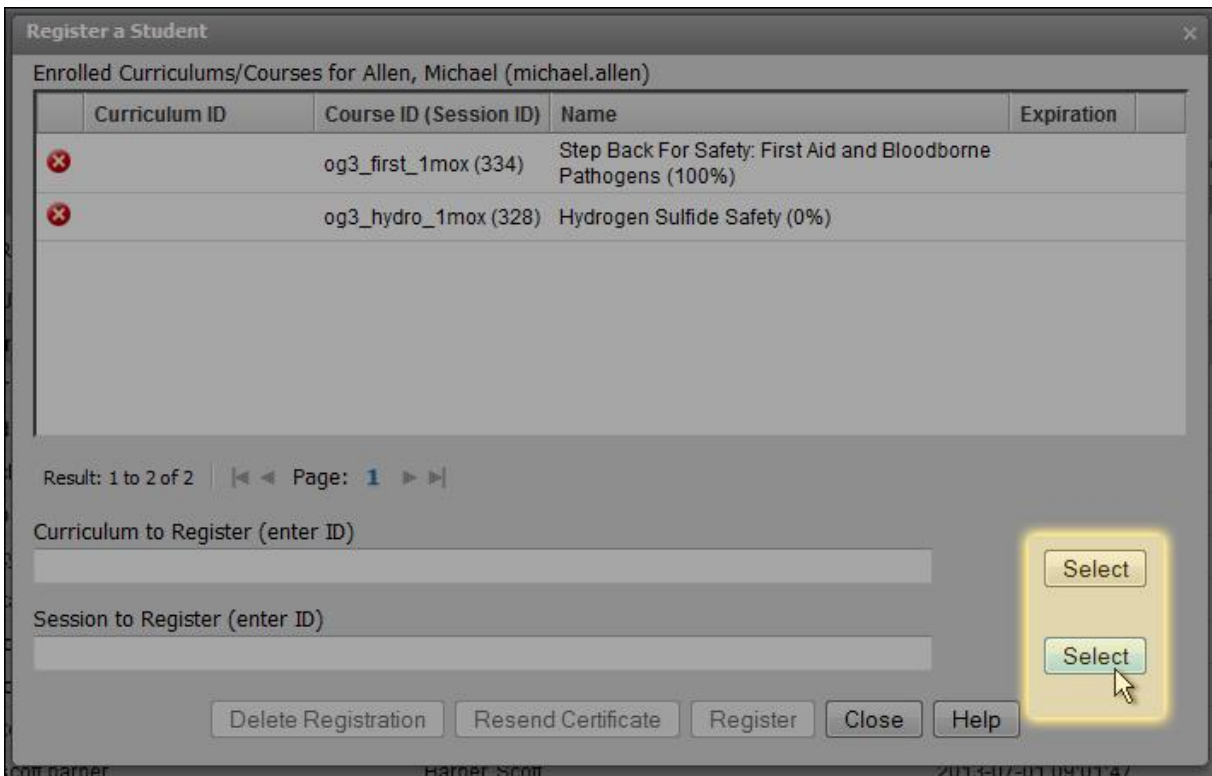
3. You now have two options:

option (a) Left-click on a student's name and then click on the **Register** button at the top.

option (b) Right-click on a student's name and then click on **Register** in the pop-up window that appears.



4. A pop-up will appear with a list of any courses or curriculums that student is currently registered in.
 - To register in a new *curriculum*, click the **Select** button next to the **Curriculum to Register** box.
 - To register in a new *course*, click the **Select** button next to the **Session to Register** box.



Register a Student

Enrolled Curriculums/Courses for Allen, Michael (michael.allen)

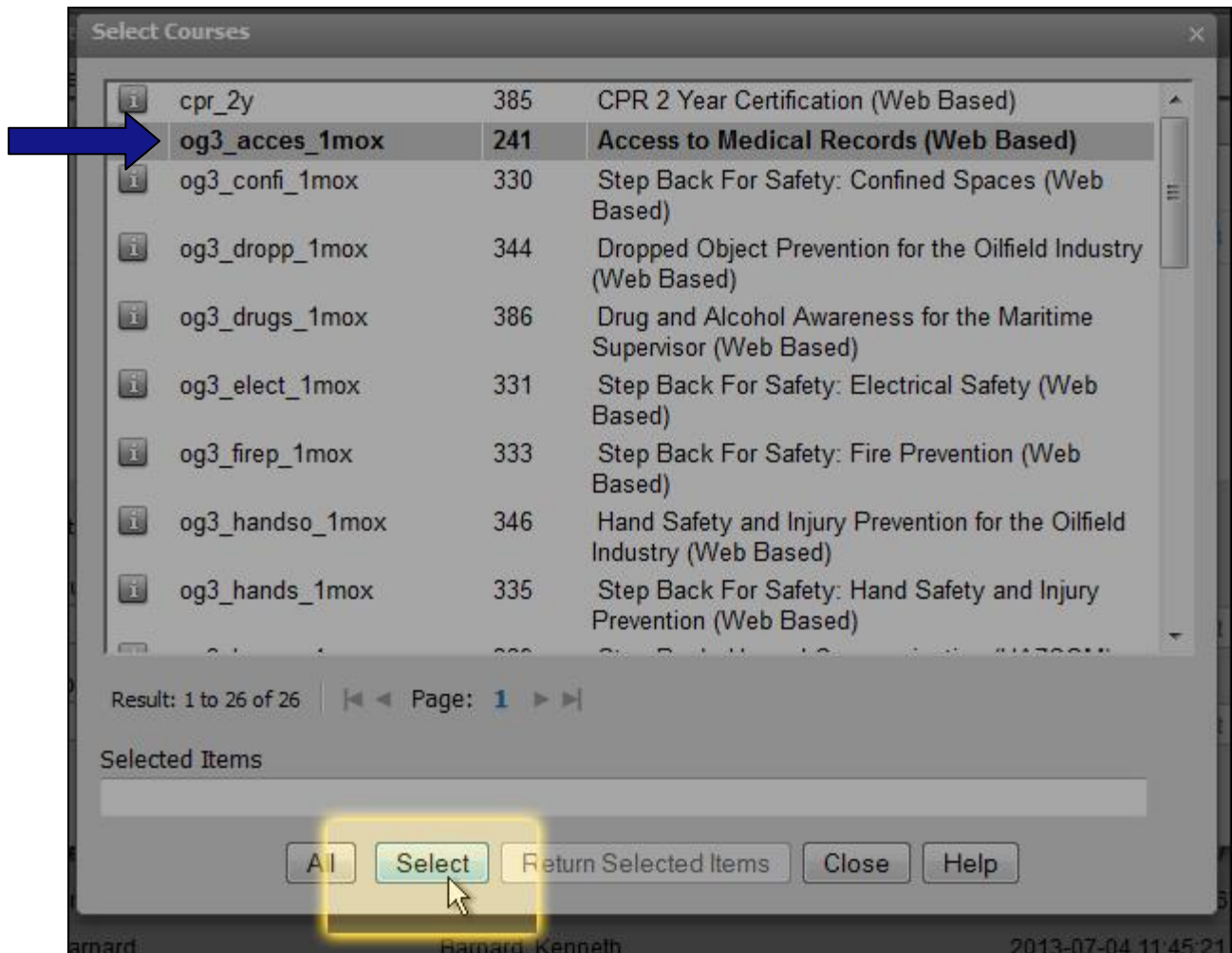
Curriculum ID	Course ID (Session ID)	Name	Expiration
og3_first_1mox (334)		Step Back For Safety: First Aid and Bloodborne Pathogens (100%)	
og3_hydro_1mox (328)		Hydrogen Sulfide Safety (0%)	

Result: 1 to 2 of 2 | Page: 1

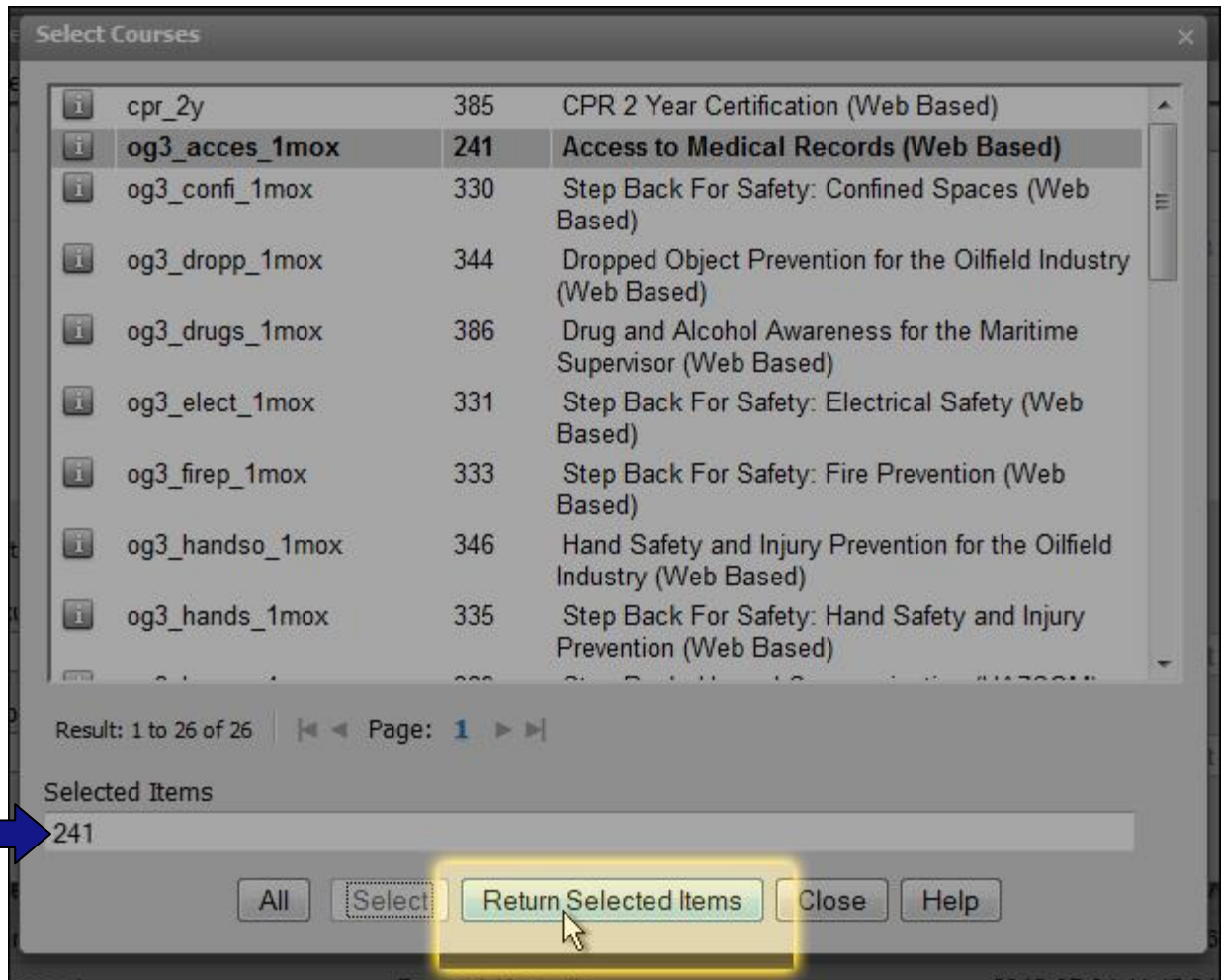
Curriculum to Register (enter ID)

Session to Register (enter ID)

5. The complete list of available courses or curriculums will appear. Click on the title you would like to register the student for (you can select multiple titles by holding the Ctrl button on your keyboard). Click on the **Select** button at the bottom to add your titles to the **Selected Items** box.



6. The ID Number(s) of your selected title(s) will now appear in the **Selected Items** box. Click the **Return Selected Items** button.



- You will now be returned to the student's current registration list and your selected ID numbers will appear in either the **Curriculum to Register** or **Session to Register** box. Click the **Register** button to enroll the student.

Register a Student

Enrolled Curriculums/Courses for Allen, Michael (michael.allen)

Curriculum ID	Course ID (Session ID)	Name	Expiration
✖	og3_first_1mox (334)	Step Back For Safety: First Aid and Bloodborne Pathogens (100%)	
✖	og3_hydro_1mox (328)	Hydrogen Sulfide Safety (0%)	2013-08-03

Result: 1 to 2 of 2 | Page: 1

Curriculum to Register (enter ID)

Session to Register (enter ID)

241

Delete Registration

Resend Certificate

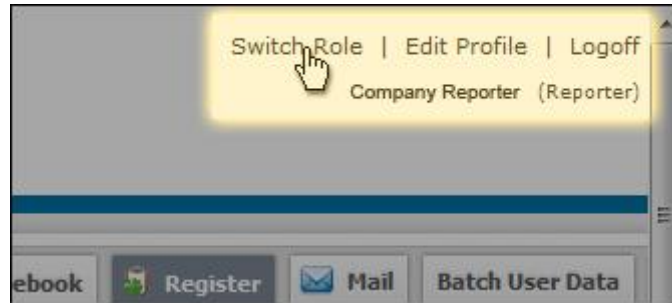
Register

Close

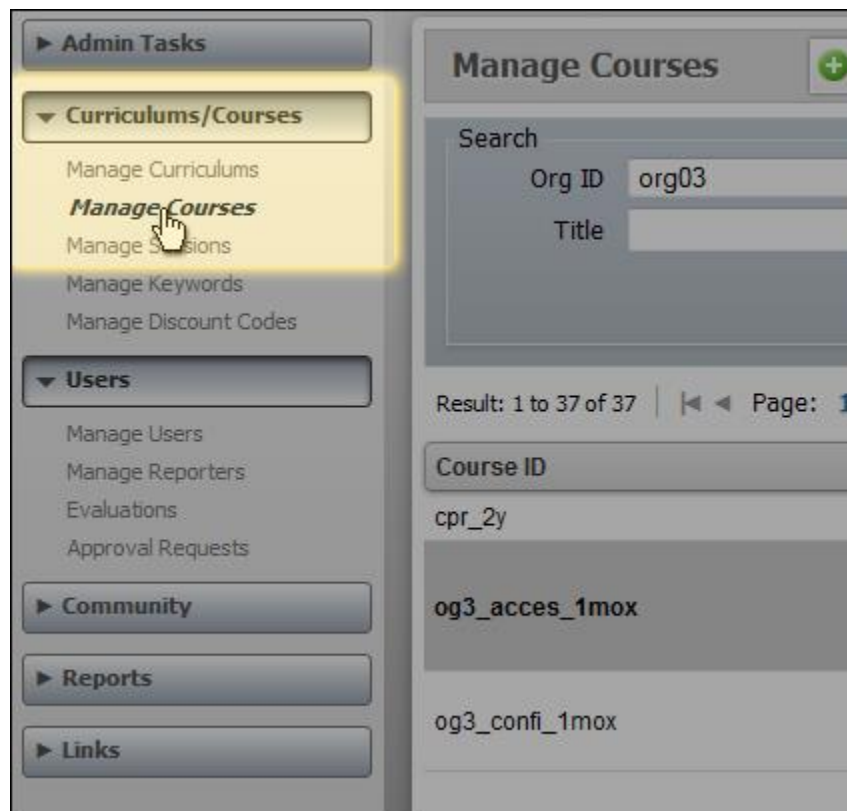
Help

Registering by Course/Curriculum - [return to top](#)

1. Log in to your account as an Administrator or Reporter (your role is listed in the upper right-hand corner of the screen). You may have to click **Switch Role** if you are also enrolled in a course as a student.



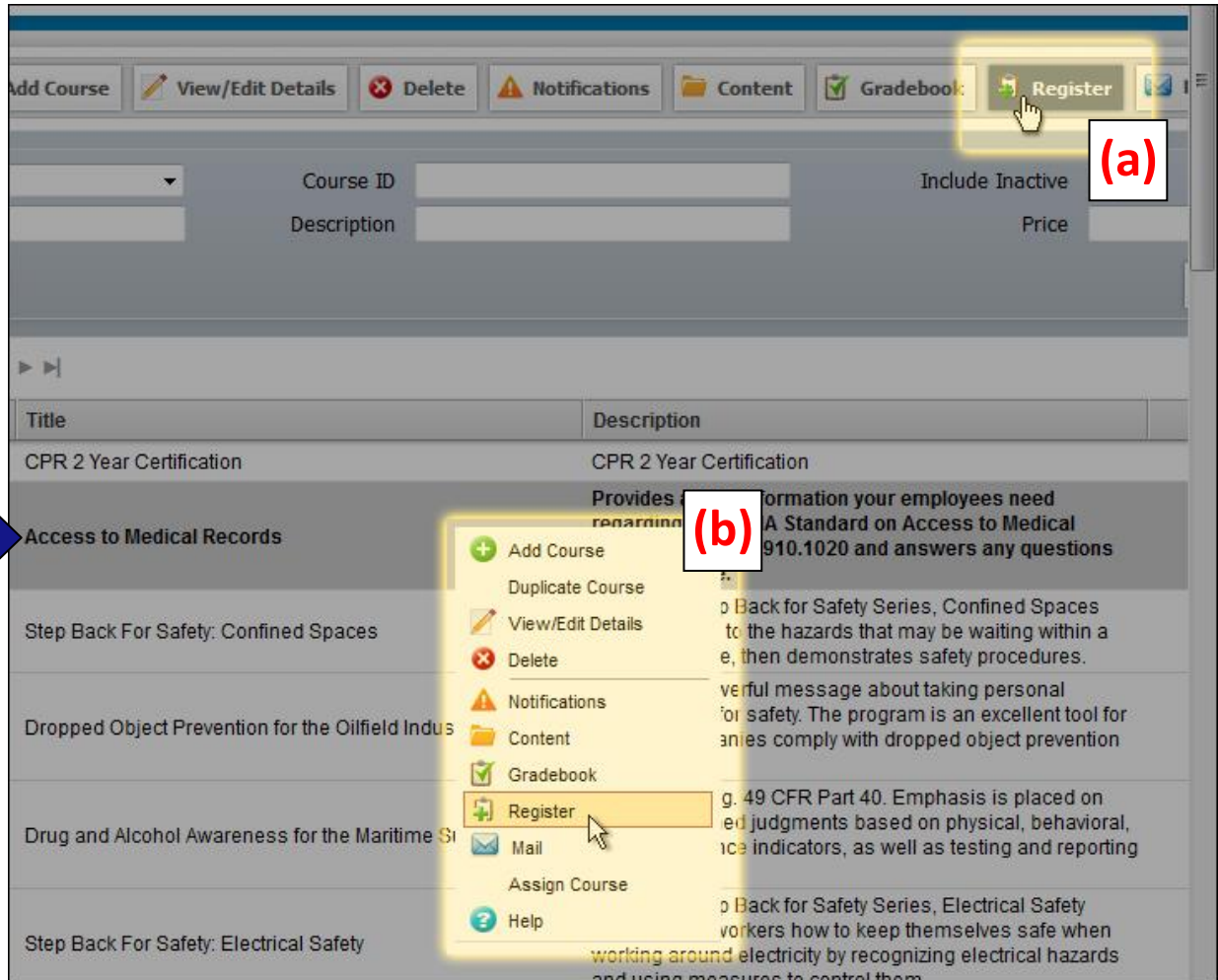
2. On the left-hand control panel, click on **Manage Curriculums** or **Manage Courses** under the Curriculums/Courses tab.



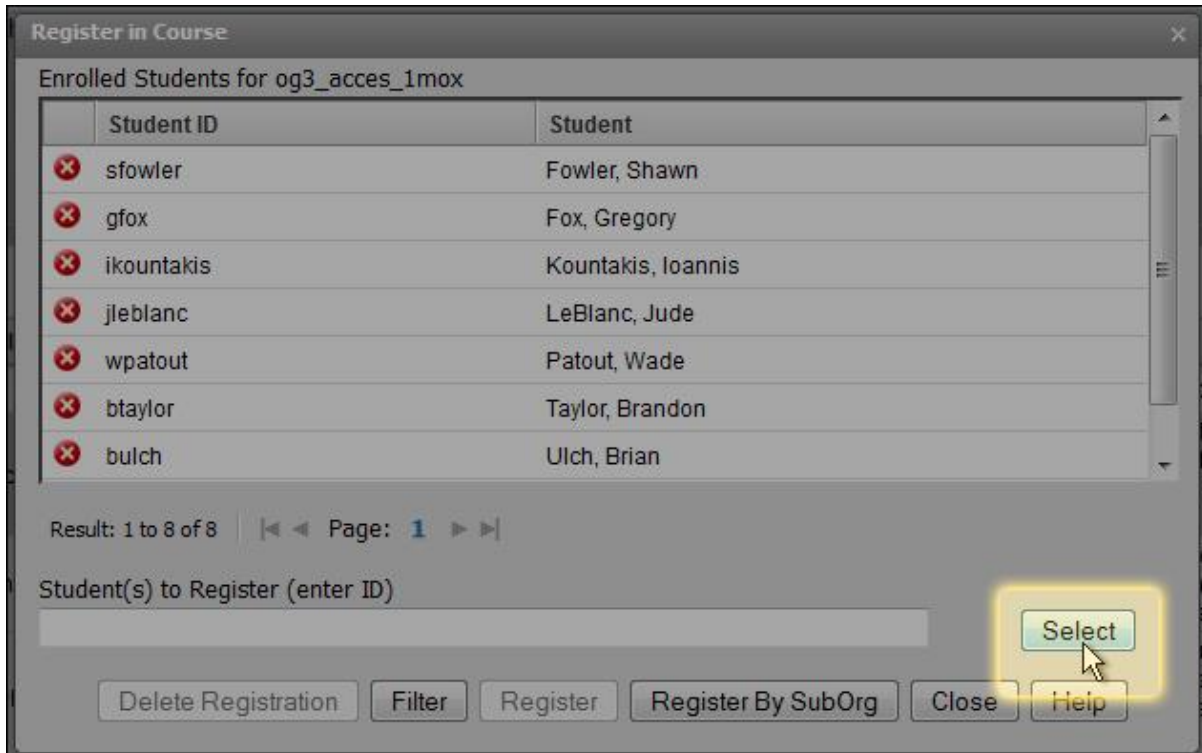
3. You now have two options:

option (a) Left-click on a course or curriculum title and then click on the **Register** button at the top.

option (b) Right-click on a course or curriculum title and then click on **Register** in the pop-up window that appears.



4. A pop-up will appear with a list of all students currently registered in this course or curriculum. Click the **Select** button next to the **Student(s) to Register** box.



Register in Course

Enrolled Students for og3_acces_1mox

Student ID	Student
sfowler	Fowler, Shawn
gfox	Fox, Gregory
ikountakis	Kountakis, Ioannis
jleblanc	LeBlanc, Jude
wpatout	Patout, Wade
btaylor	Taylor, Brandon
bulch	Ulch, Brian

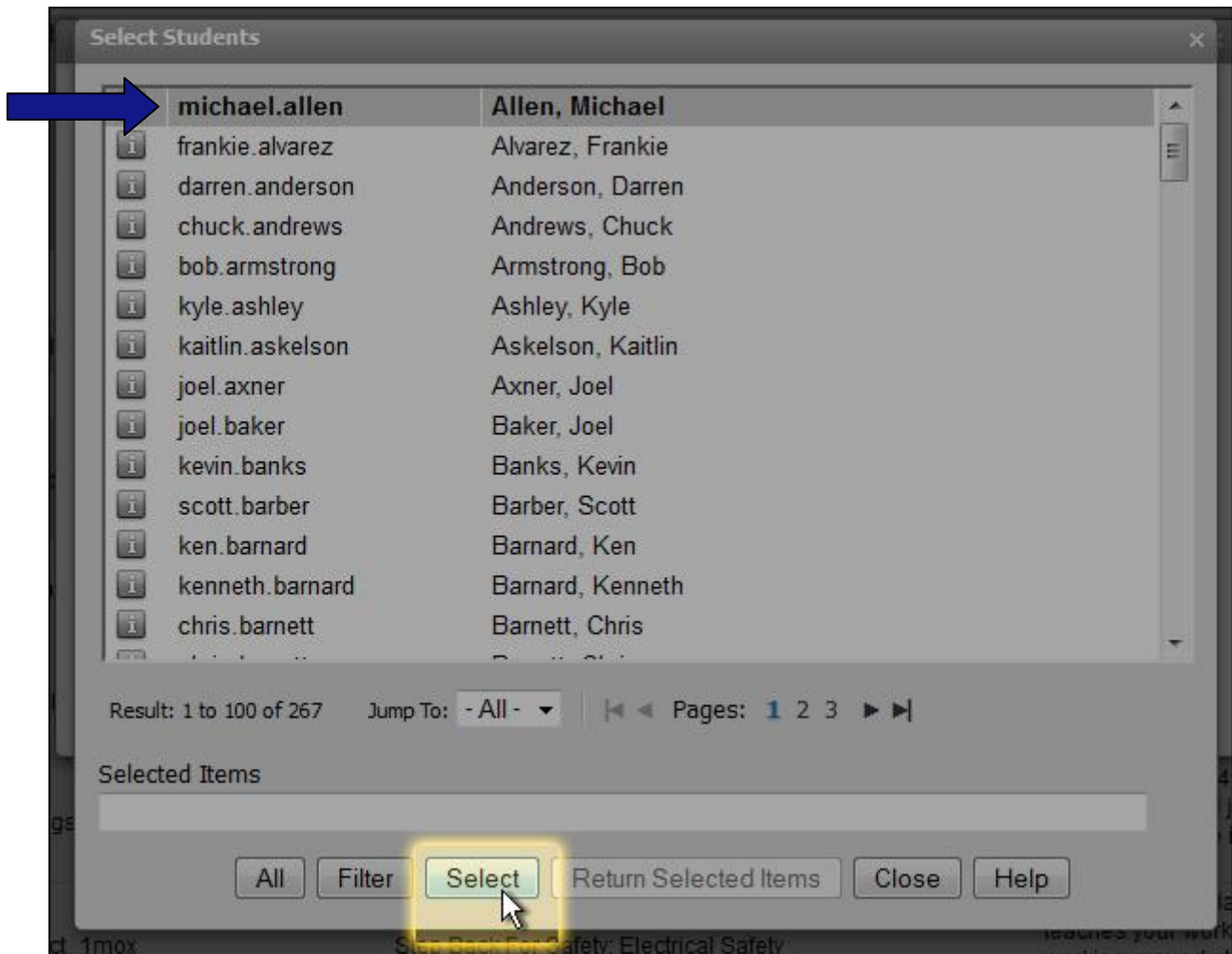
Result: 1 to 8 of 8 | Page: 1

Student(s) to Register (enter ID)

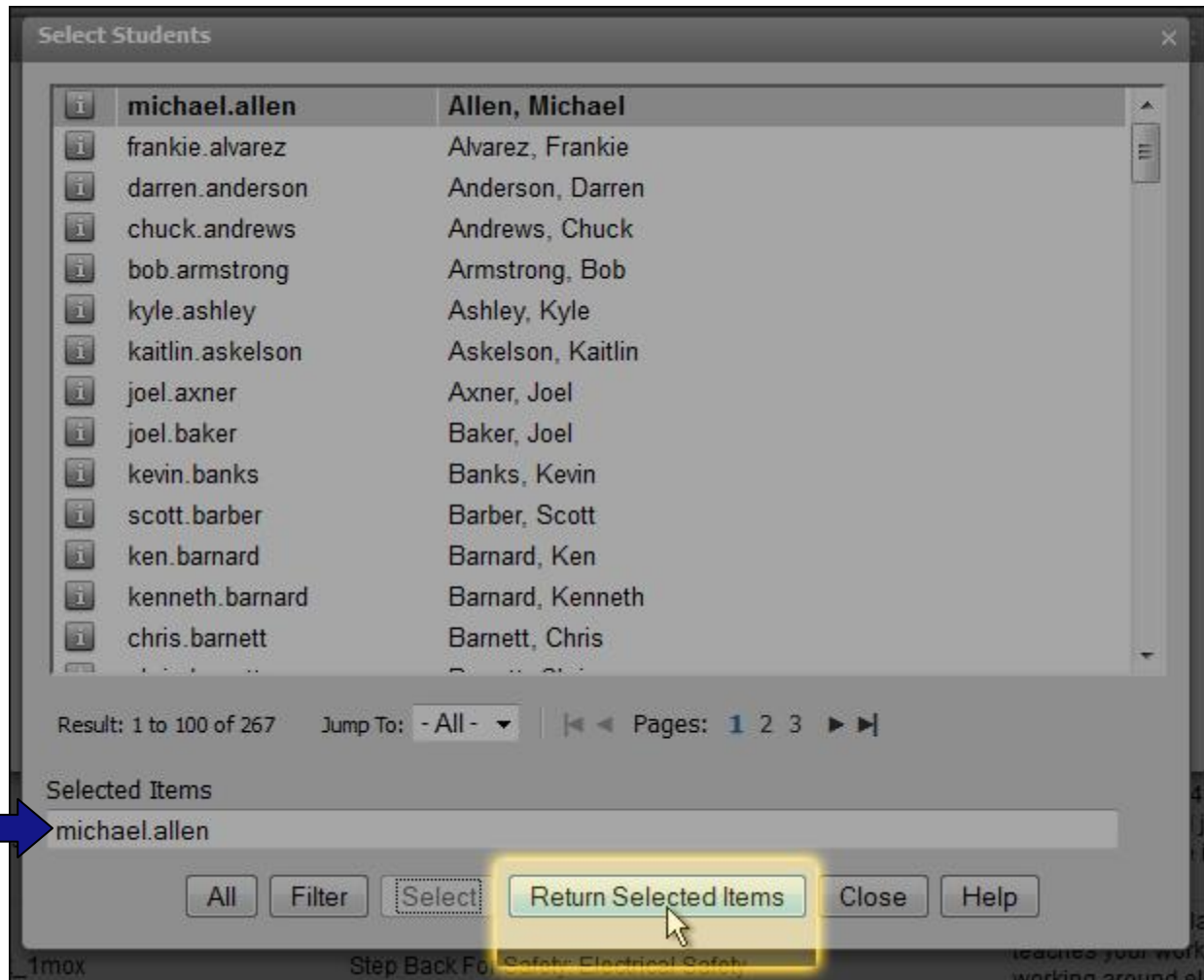
Select

Delete Registration Filter Register Register By SubOrg Close Help

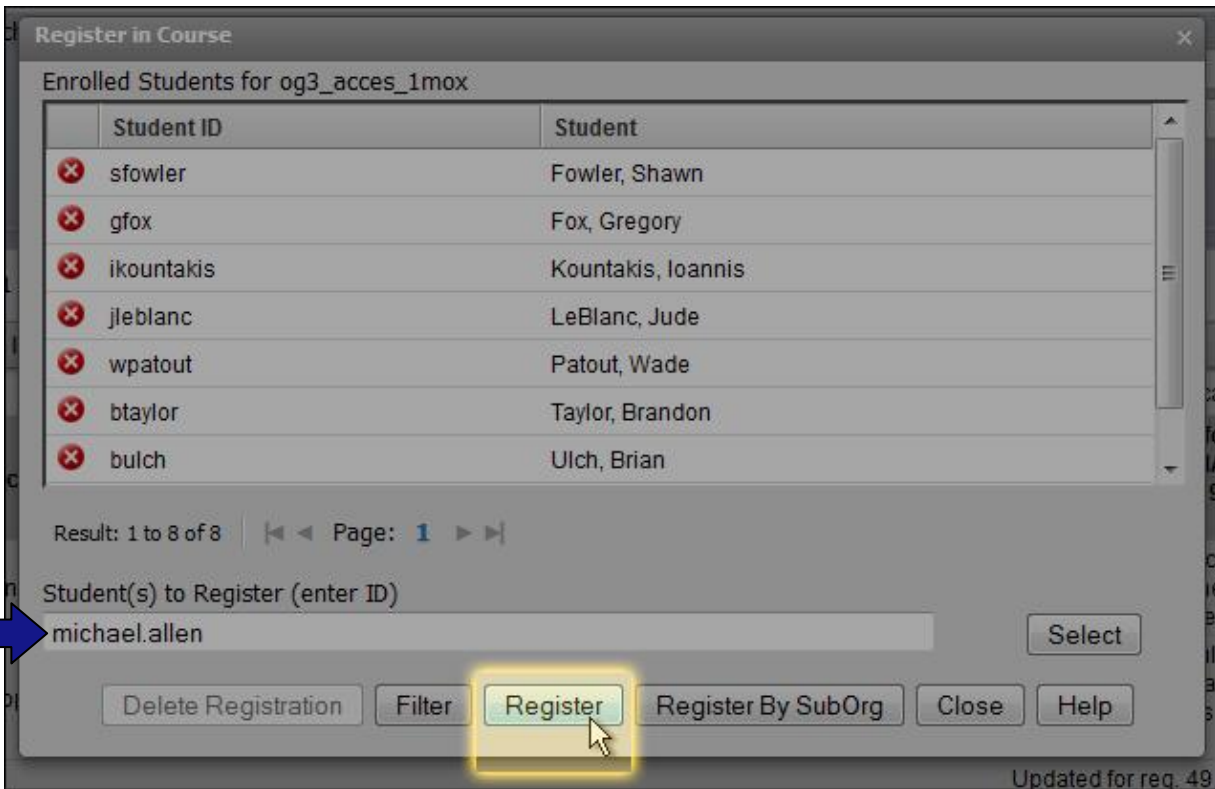
5. The complete list of available students will appear. Click on the student(s) you would like to register for the course or curriculum (you can select multiple students by holding the Ctrl button on your keyboard). Click on the **Select** button at the bottom to add your students to the **Selected Items** box.



6. The student(s) ID(s) you selected will now appear in the **Selected Items** box. Click the **Return Selected Items** button.



7. You will now be returned to the course or curriculum registration list and your selected student ID(s) will appear in the **Student(s) to Register** box. Click the **Register** button to enroll the student(s).



Register in Course

Enrolled Students for og3_acces_1mox

Student ID	Student
sfowler	Fowler, Shawn
gfox	Fox, Gregory
ikountakis	Kountakis, Ioannis
jleblanc	LeBlanc, Jude
wpatout	Patout, Wade
btaylor	Taylor, Brandon
bulch	Ulch, Brian

Result: 1 to 8 of 8 | Page: 1

Student(s) to Register (enter ID)

michael.allen

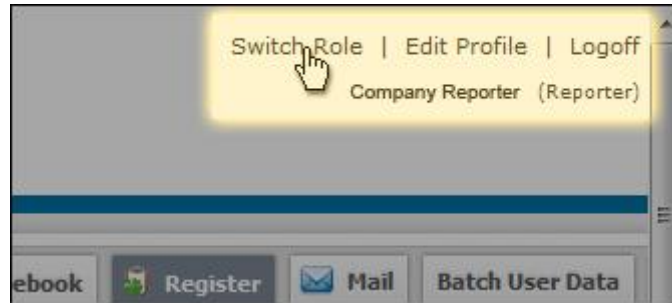
Select

Delete Registration Filter **Register** Register By SubOrg Close Help

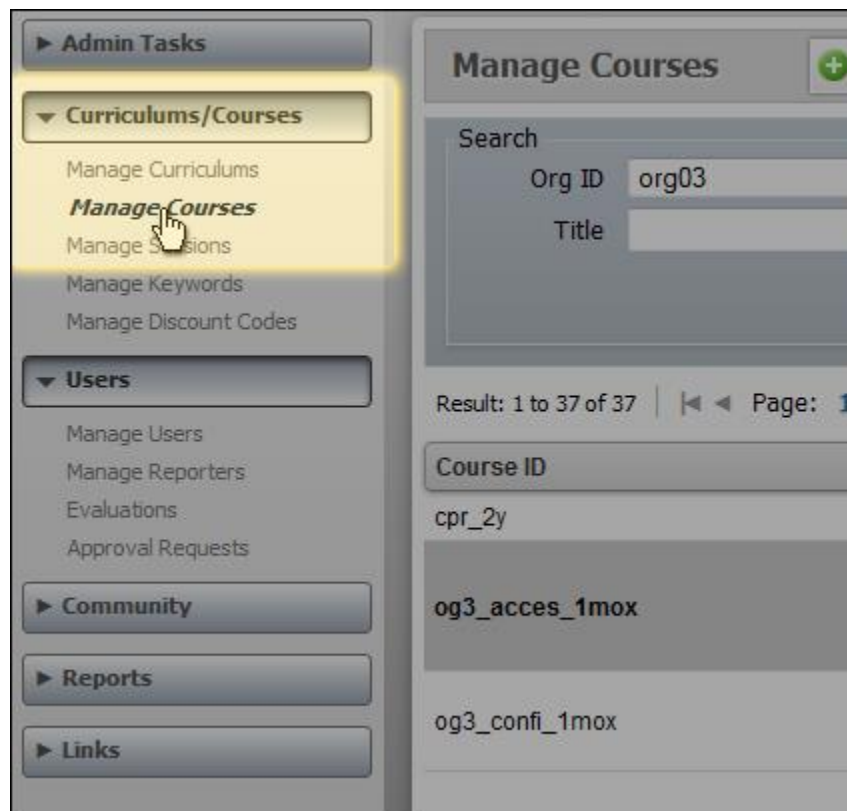
Updated for req. 49

Registering Groups of Students - [return to top](#)

1. Log in to your account as an Administrator or Reporter (your role is listed in the upper right-hand corner of the screen). You may have to click **Switch Role** if you are also enrolled in a course as a student.



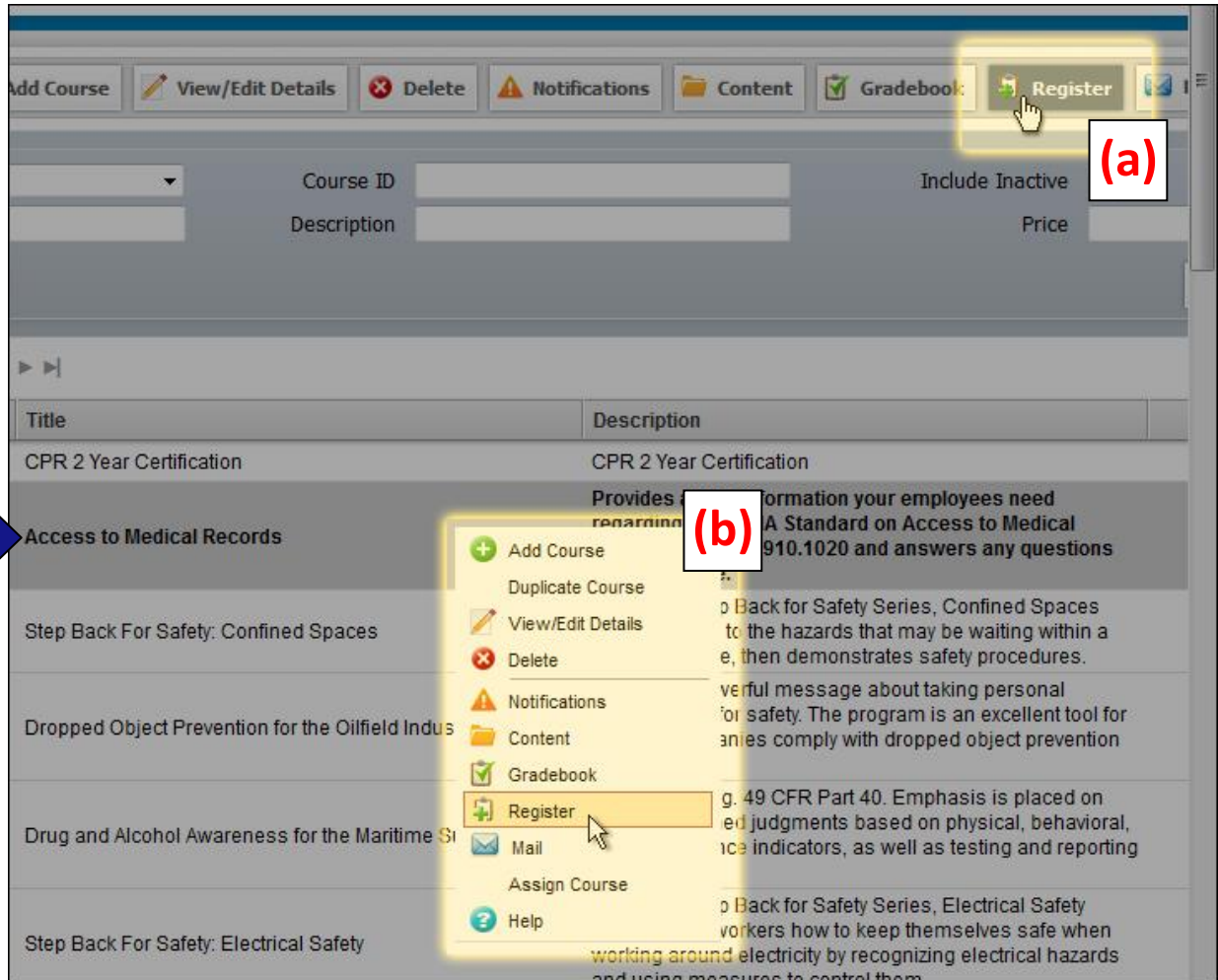
2. On the left-hand control panel, click on **Manage Curriculums** or **Manage Courses** under the Curriculums/Courses tab.



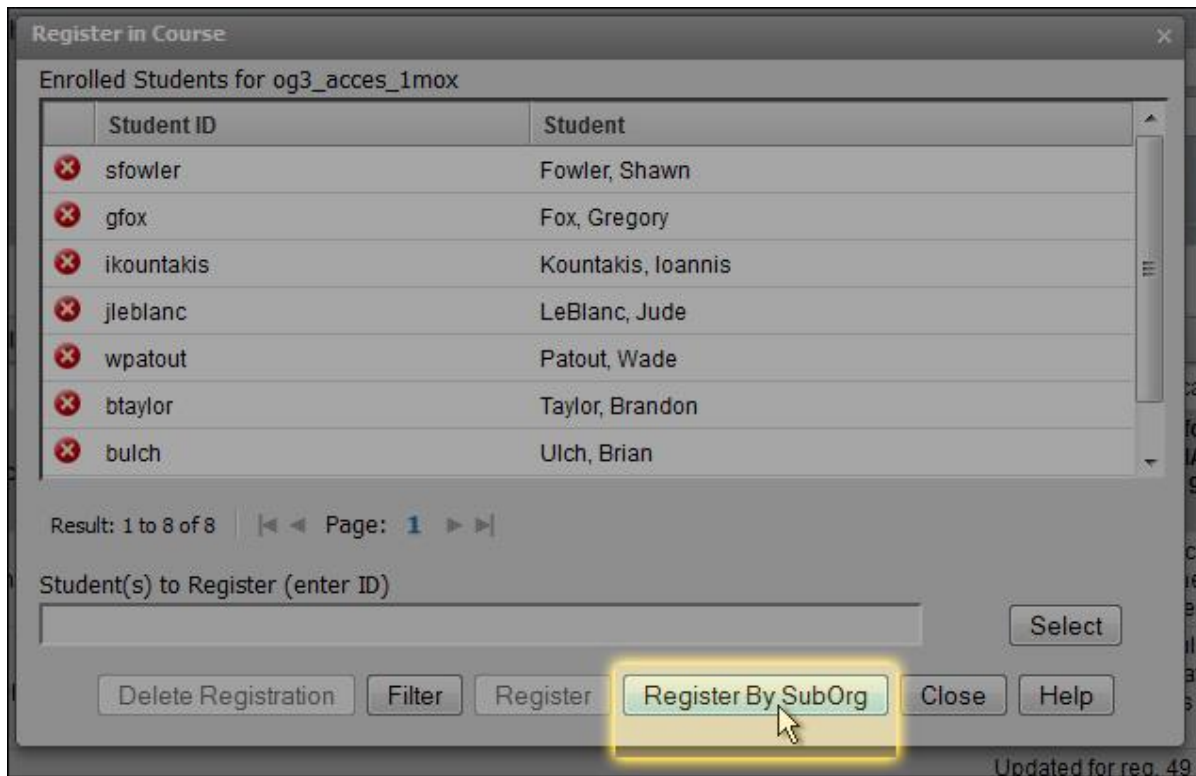
3. You now have two options:

option (a) Left-click on a course or curriculum title and then click on the **Register** button at the top.

option (b) Right-click on a course or curriculum title and then click on **Register** in the pop-up window that appears.



4. A pop-up will appear with a list of all students currently registered in this course or curriculum. Click the **Register By SubOrg** button.



Register in Course

Enrolled Students for og3_acces_1mox

Student ID	Student
sflower	Fowler, Shawn
gfox	Fox, Gregory
ikountakis	Kountakis, Ioannis
jleblanc	LeBlanc, Jude
wpatout	Patout, Wade
btaylor	Taylor, Brandon
bulch	Ulch, Brian

Result: 1 to 8 of 8 | Page: 1

Student(s) to Register (enter ID)

Updated for req. 49

5. The list of available groups will appear. Select the group(s) you would like to register using either the drop down boxes or Select buttons on the right. Once you've made your selection, click the **Register By SubOrg** button. All students enrolled in that group or combination of groups will be registered in the course.

Register By SubOrg - og3_acces_1mox

Region: Central [Select]

Area: - All - [Select]

Title: - All - [Select]

Supervisor Name: - All - [Select]

Delete By SubOrg Register By SubOrg Close Help

bulch Ulch, Brian

Result: 1 to 8 of 8 Page: 1

Student(s) to Register (enter ID) [Select]

Delete Registration Filter Register Register By SubOrg Close Help