Adding New Users and Enrolling Coursework at the Same Time (individually):

If you are adding and enrolling a small number of users, this method is quite convenient. From the Administrator homepage:

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						-		Rows per page: 50 +

- 1. Select Users
- 2. Select the orange **+Add New User** button to open a new window and begin entering the user information.
- 3. First Name (required)
- 4. Last Name (required)
- 5. **Username** (required, unique) we **STRONGLY recommend using a valid work email address** for this field. *Why?* A work email is unique and easy to remember.
 - a. If no email address is available, use this format **Firstname.Lastname.CID** (the CID is your company's CalChamber ID number that can be found on your purchase confirmation email or in the header of the learning management system)
- 6. **Email**: The best practice is to repeat the valid email address used in step 5 above. If this is NOT filled out, the user will not receive any emails from the learning platform. This can be left blank if the user does not have an email address.
- 7. Employee ID: This is an optional field if you'd like to add in your user's employee ID number
- 8. **Course Assignment**: Select the desired course from your available licenses/seats.
- 9. Enrollment Key: Select an available "seat" for this course. If no available keys exist, that means all available seats for this license are in use.
- 10. **Due Date:** Select the desired due date for this enrollment. This date can be anything between assignment and expiration of the license (default).
- 11. Select **Save** when complete and your user will be added, and any valid training selection will be assigned.
 - a. Your new user will receive a welcome email (used for setting their password) and an enrollment email with details of their assigned training.

CalChamber LMS User Guide:

b. If you have users without valid email addresses, please see the *Initial Login URL* quick guide at <u>www.calchamber.com/lms</u> or within the FAQ section of the LMS (available via your profile icon in the upper-right of the interface).