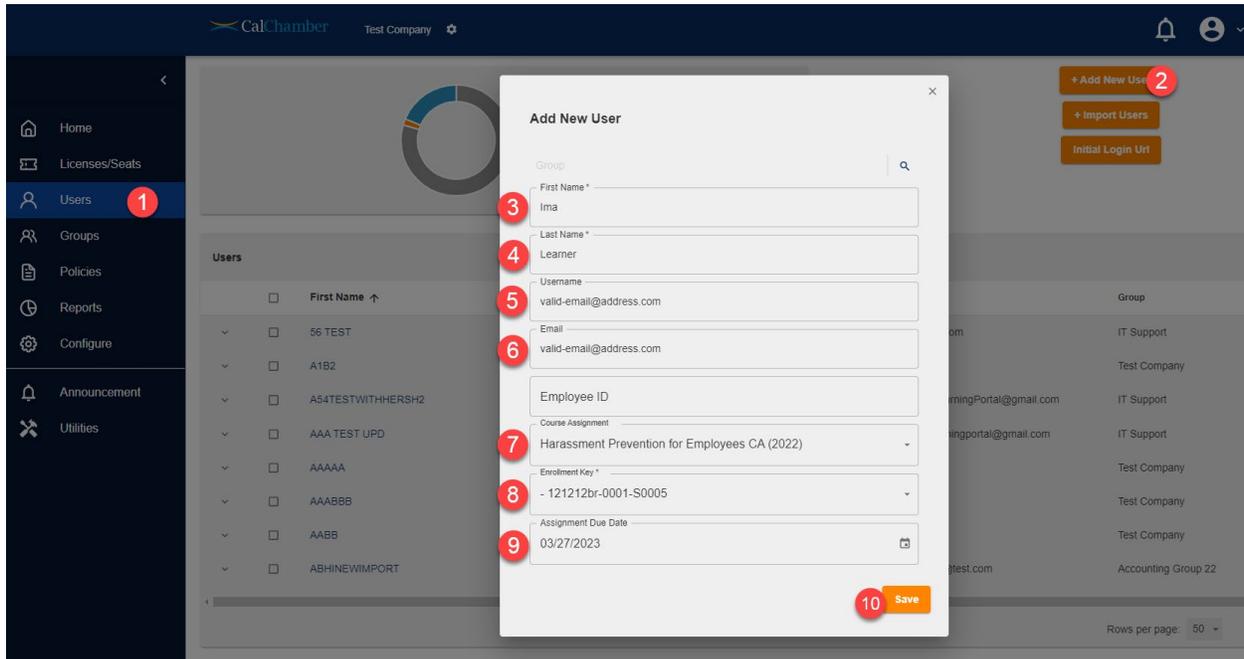


## CalChamber LMS User Guide:

### 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:



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 [www.calchamber.com/lms](http://www.calchamber.com/lms) or within the FAQ section of the LMS (available via your profile icon in the upper-right of the interface).