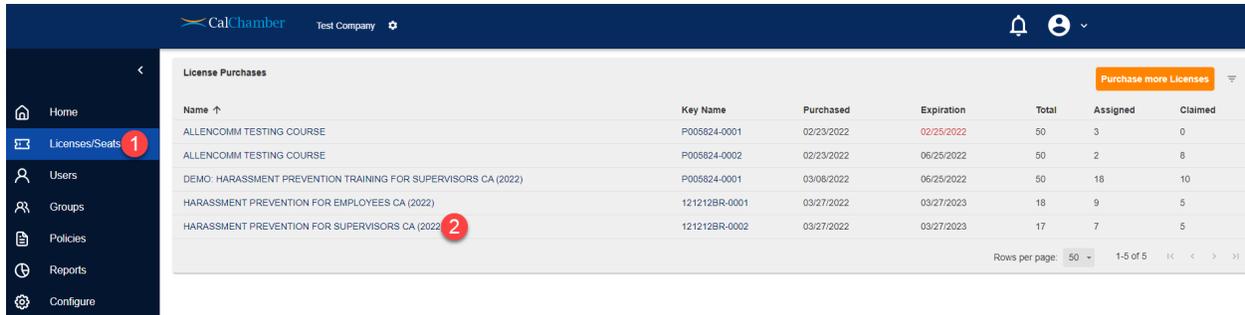


CalChamber LMS User Guide:

Enrolling Existing Users in New Coursework:

Enrolling users already in the system is also a snap. This action requires that you have active licenses (coursework) and users in the system who have not already been assigned an enrollment key for that specific course. From the Administrator homepage:

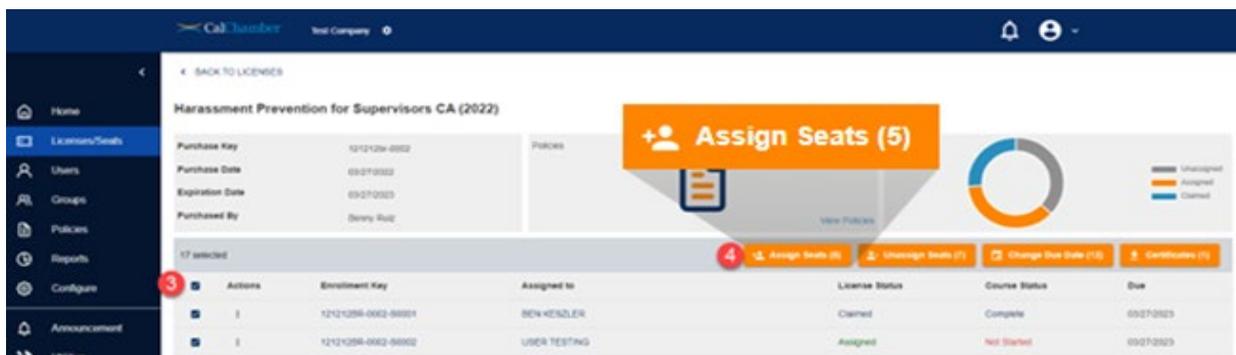


The screenshot shows the CalChamber LMS Administrator homepage. The left sidebar contains navigation options: Home, Licenses/Seats (with a red '1' badge), Users, Groups, Policies, Reports, and Configure. The main content area displays a table titled "License Purchases" with a "Purchase more Licenses" button in the top right. The table has columns for Name, Key Name, Purchased, Expiration, Total, Assigned, and Claimed. The data rows are as follows:

Name ↑	Key Name	Purchased	Expiration	Total	Assigned	Claimed
ALLENCOMM TESTING COURSE	P005824-0001	02/23/2022	02/25/2022	50	3	0
ALLENCOMM TESTING COURSE	P005824-0002	02/23/2022	06/25/2022	50	2	8
DEMO: HARASSMENT PREVENTION TRAINING FOR SUPERVISORS CA (2022)	P005824-0001	03/08/2022	06/25/2022	50	18	10
HARASSMENT PREVENTION FOR EMPLOYEES CA (2022)	121212BR-0001	03/27/2022	03/27/2023	18	9	5
HARASSMENT PREVENTION FOR SUPERVISORS CA (2022) 2	121212BR-0002	03/27/2022	03/27/2023	17	7	5

At the bottom right of the table, it shows "Rows per page: 50" and "1-5 of 5".

1. Select **Licenses/Seats**
2. Select the available course that you wish to assign. In this example, we will click on the Harassment Prevention Training for Supervisors CA (2022) course.



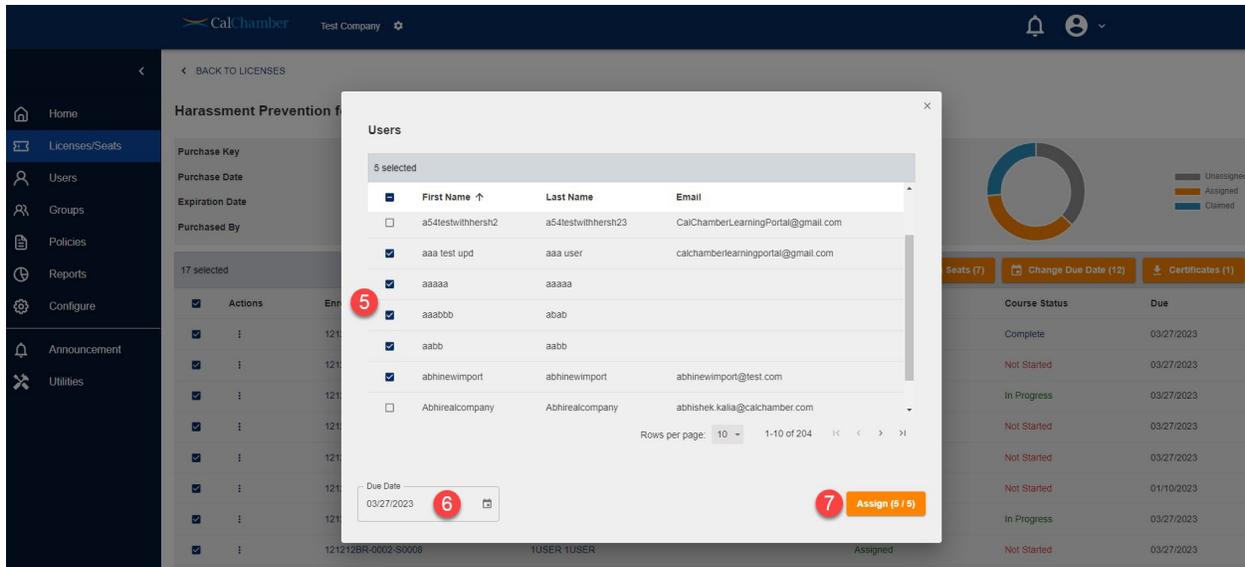
The screenshot shows the CalChamber LMS Administrator interface for the "Harassment Prevention for Supervisors CA (2022)" course. The left sidebar is visible with "Licenses/Seats" selected. The main content area shows course details and a large orange "Assign Seats (5)" button. Below this, there is a table with 17 selected rows. A red "3" badge is next to the "Actions" column. A red "4" badge is next to the "Assign Seats (5)" button. The table has columns for Actions, Enrollment Key, Assigned to, License Status, Course Status, and Due. The data rows are as follows:

Actions	Enrollment Key	Assigned to	License Status	Course Status	Due
<input type="checkbox"/>	121212BR-0002-88801	SEN-KENDLER	Claimed	Complete	03/27/2023
<input type="checkbox"/>	121212BR-0002-88802	USER TESTING	Assigned	Not Started	03/27/2023

3. For quick access to all available seats, choose the Select All box next to "Actions"
4. Click on the **Assign Seats** orange button that will appear. *If this button does not show up when your users are selected, you may not have available licenses for this course (additional licenses may be purchased from the orange **Purchase More Licenses** button atop the **Licenses/Seats** page. In the above example, we see that there are 5 seats available for assignment.*

Once clicked, the following window will appear:

CalChamber LMS User Guide:



5. Select the user(s) you wish to enroll
6. Enter the desired due date for this training
7. Select **Assign** to enroll your users.

Each user will receive an enrollment notification via email that will direct them to login and take their training. If you have users without email addresses, please refer to the Initial Login URL instructions on calchamber.com/LMS or in the FAQ section of the system (available in the Profile menu on the upper right of the administrator interface).