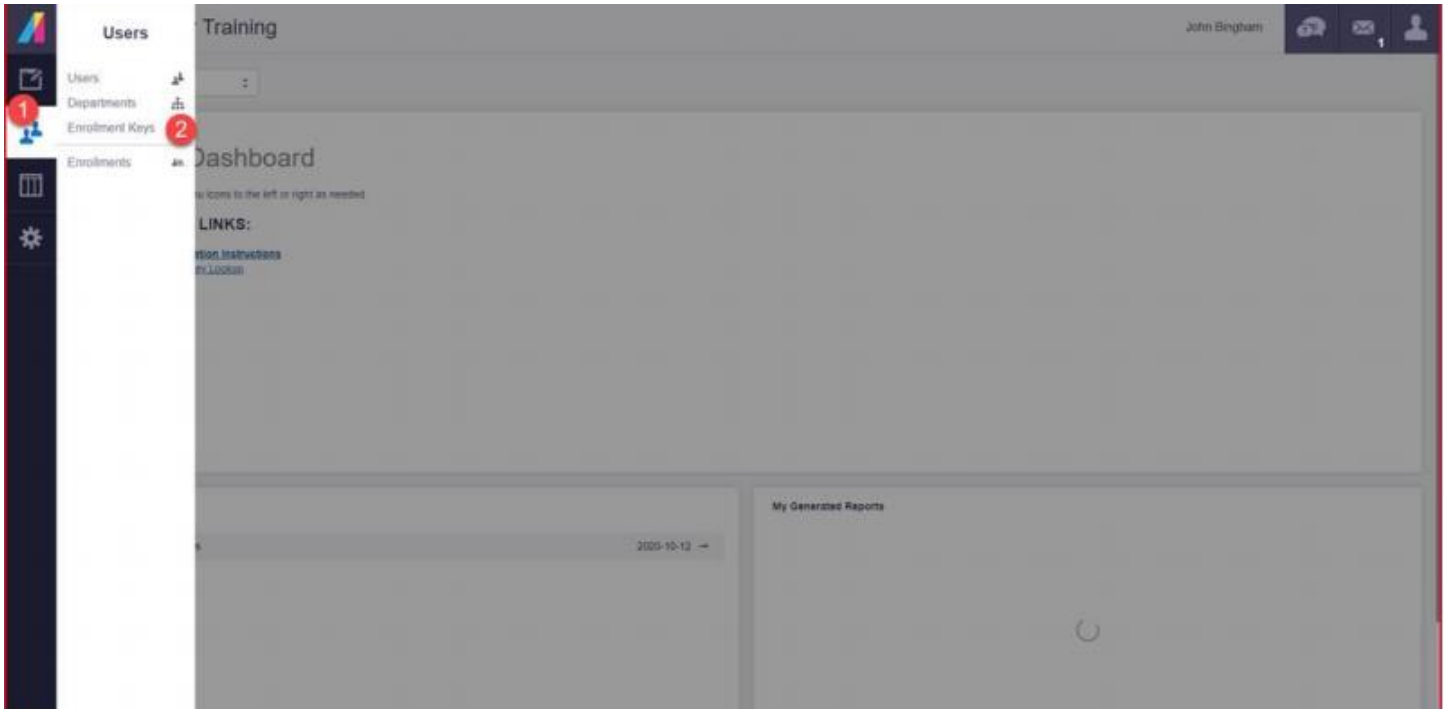


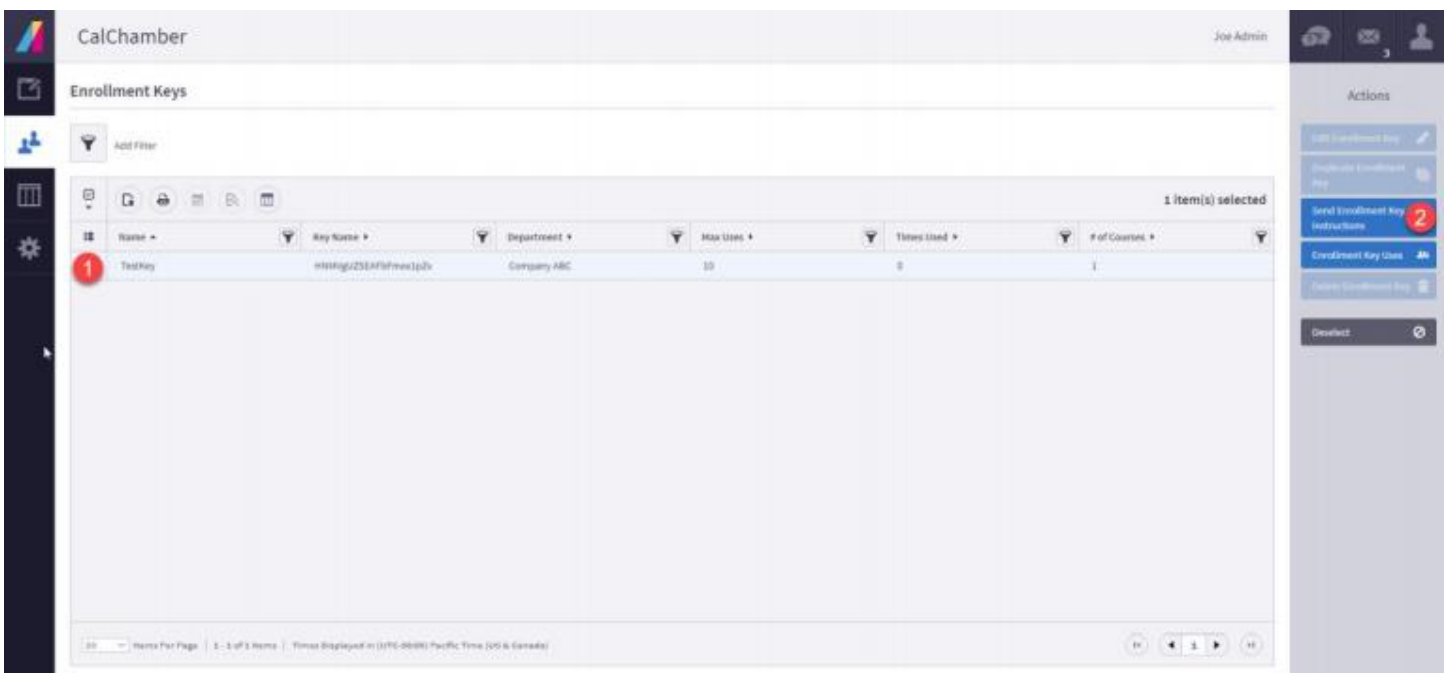
Multiple Existing Learner Enrollment

This is the best option if your Learners are already enrolled in the CalChamber LMS who just need to have the appropriate course assigned to them.

Step 1: From the Admin page on the LMS site, Click 1 the user icon and then click 2 *Enrollment Keys*.

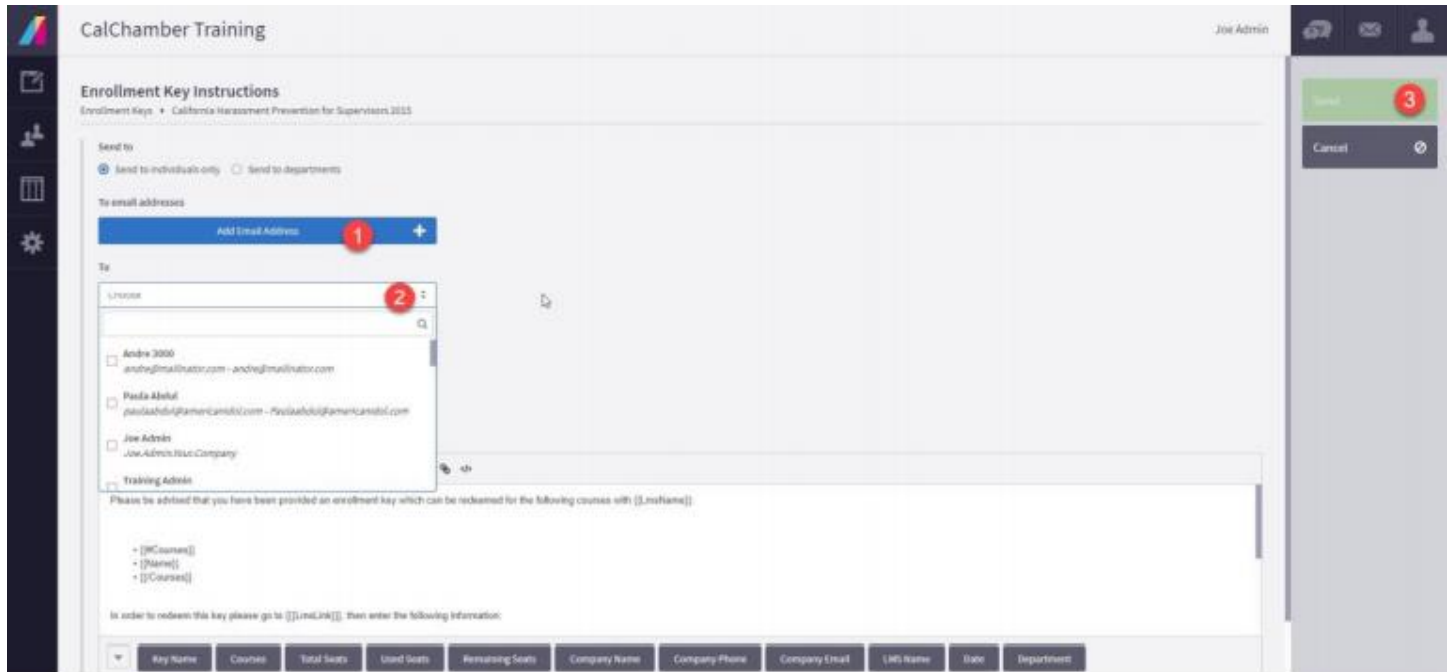


Step 2: First, 1 select the desired enrollment key (employee or supervisor) for the course you wish your Learners to take and then 2 select *Send Enrollment Key Instructions* on the right.



Multiple Existing Learner Enrollment

Step 3: Select 2 the user(s) you wish to send the enrollment key link to via the *Choose* dropdown. When you're done selecting the Learners, click 3 the green *Send* button on the right.



CalChamber Training

Enrollment Key Instructions

Enrollment Keys • California Harassment Prevention for Supervisors 2015

Send to:
 Send to individuals only Send to departments

To email addresses:
Add Email Address (1) +

To:
LXXXX (2)

- Andre 3000
andre@malinator.com - andre@malinator.com
- Paula Abela
paula.abela@americasoft.com - paula.abela@americasoft.com
- Joe Admin
Joe.Admin@LUC-Company
- Training Admin

Please be advised that you have been provided an enrollment key which can be reclaimed for the following course(s) with: {[courseName]}

- {[CourseName]}
- {[Name]}
- {[Courses]}

In order to redeem this key please go to: {[mailLink]} then enter the following information:

My Name	Courses	Total Seats	Used Seats	Remaining Seats	Company Name	Company Phone	Company Email	LMS Name	State	Department
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Step 4: Learners will simply log onto the system after clicking on the link in the email they receive and will be automatically enrolled in their assigned course.