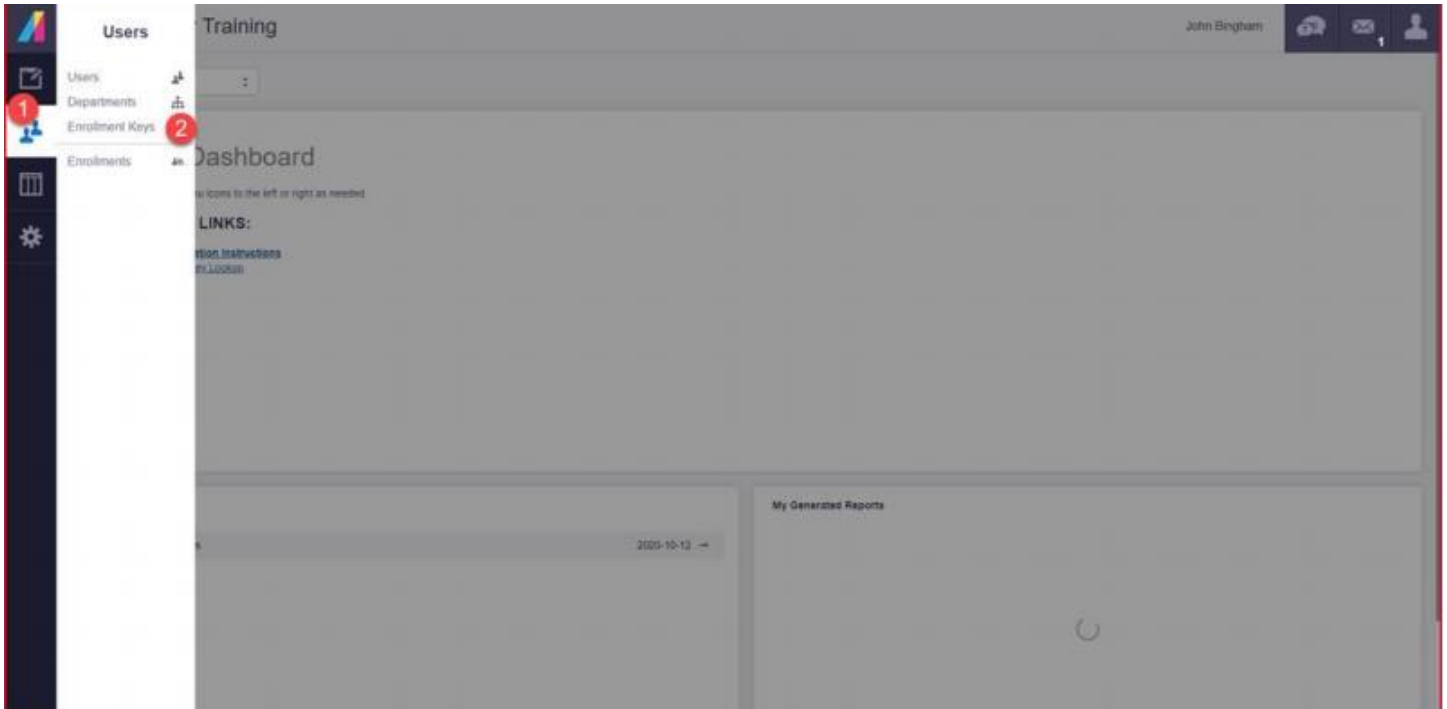


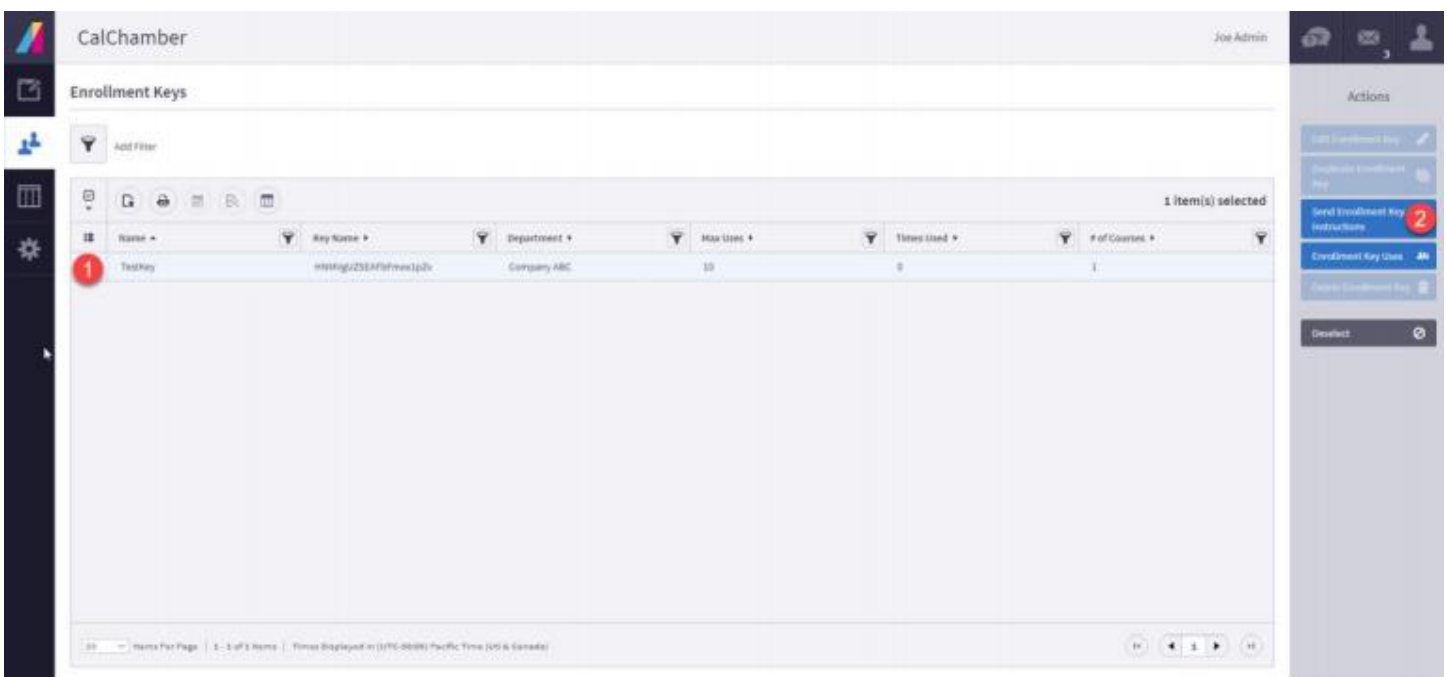
## Individual Learner Enrollment – System Email

The easiest way to add and enroll individuals is by sending them an enrollment email through the learning management system itself.

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

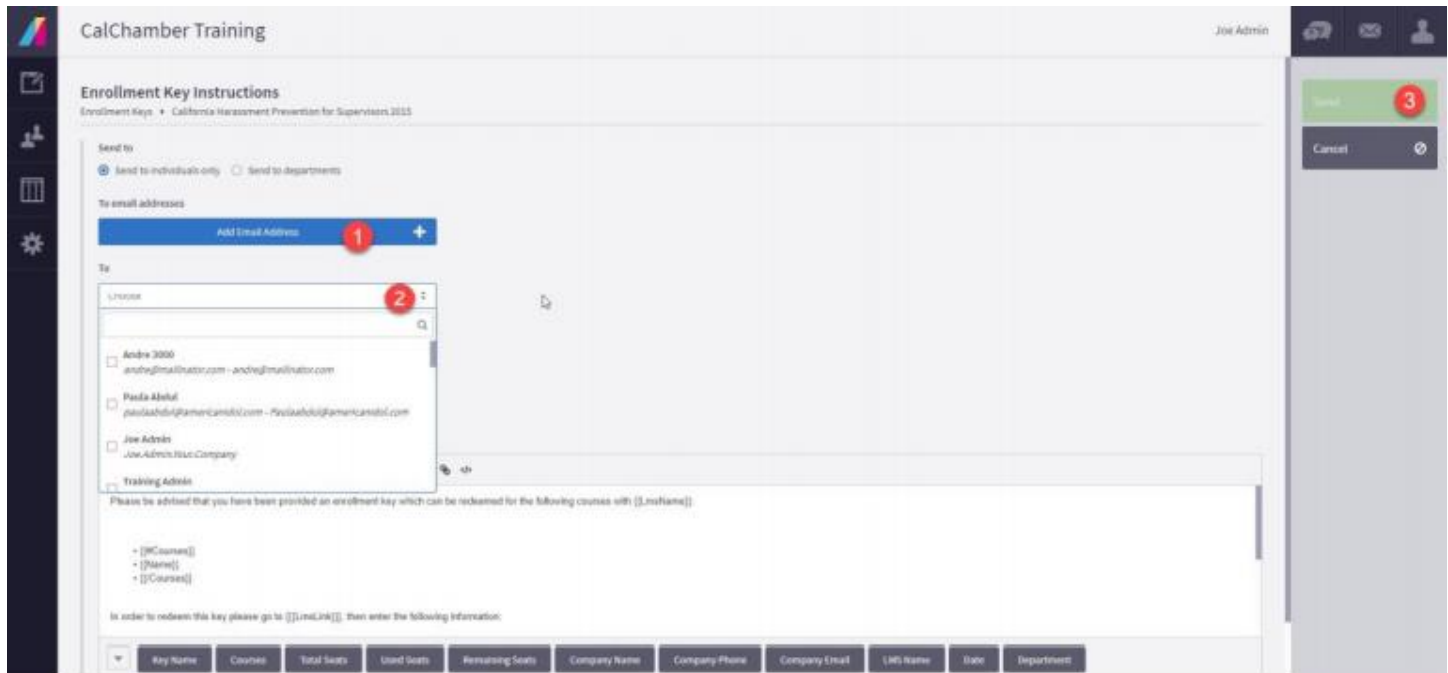


**Step 2:** First, 1 select the desired enrollment key (employee or supervisor) for the course you wish your Learners to take and then 2 select *Send Enrollment Key Instructions* on the right.



## Individual Learner Enrollment – System Email

**Step 3:** Click 1 “Add Email Addresses,” and then manually enter email addresses for Learners not yet in the system. **You must click “Add Email Address” for EACH address you manually input.** For users that may already be in the system, select 2 for 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. Repeat this process if you need to send to more than five (5) Learners.



The screenshot shows the 'CalChamber Training' interface. The main content area is titled 'Enrollment Key Instructions' and includes a sub-header 'Enrollment Keys' and a breadcrumb 'California Harassment Prevention for Supervisors 2025'. Below this, there are two radio buttons: 'Send to individuals only' (selected) and 'Send to departments'. A 'To email addresses' section contains an 'Add Email Address' button with a red '1' and a plus sign. Below this is a 'Choose' dropdown menu with a red '2' and a search icon. The dropdown menu is open, showing a list of users: 'Andie 3000' (selected), 'Paula Abdul', 'Joe Admin', and 'Training Admin'. Below the dropdown, there is a text area with a placeholder message: 'Please be advised that you have been provided an enrollment key which can be redeemed for the following courses with: {[Name]}' and a list of courses: '+ [Courses]', '- [Name]', '- [Courses]'. At the bottom, there is a text area with a placeholder: 'In order to redeem this key please go to: {[URL]}, then enter the following information:'. A table with columns: 'Key Name', 'Courses', 'Total Seats', 'Used Seats', 'Remaining Seats', 'Company Name', 'Company Phone', 'Company Email', 'LMS Name', 'Date', and 'Department' is visible at the bottom of the screen. On the right side, there is a 'Send' button with a red '3' and a 'Cancel' button.

**Step 4:** New Learners will log onto the system after clicking on the link in the email they receive and will be automatically enrolled in their assigned course after creating their Username and Password. Existing Learners do NOT need to create a new Username and password – they just log onto the system and are automatically enrolled in their assigned course. If they have an issue, please use the reset password link.