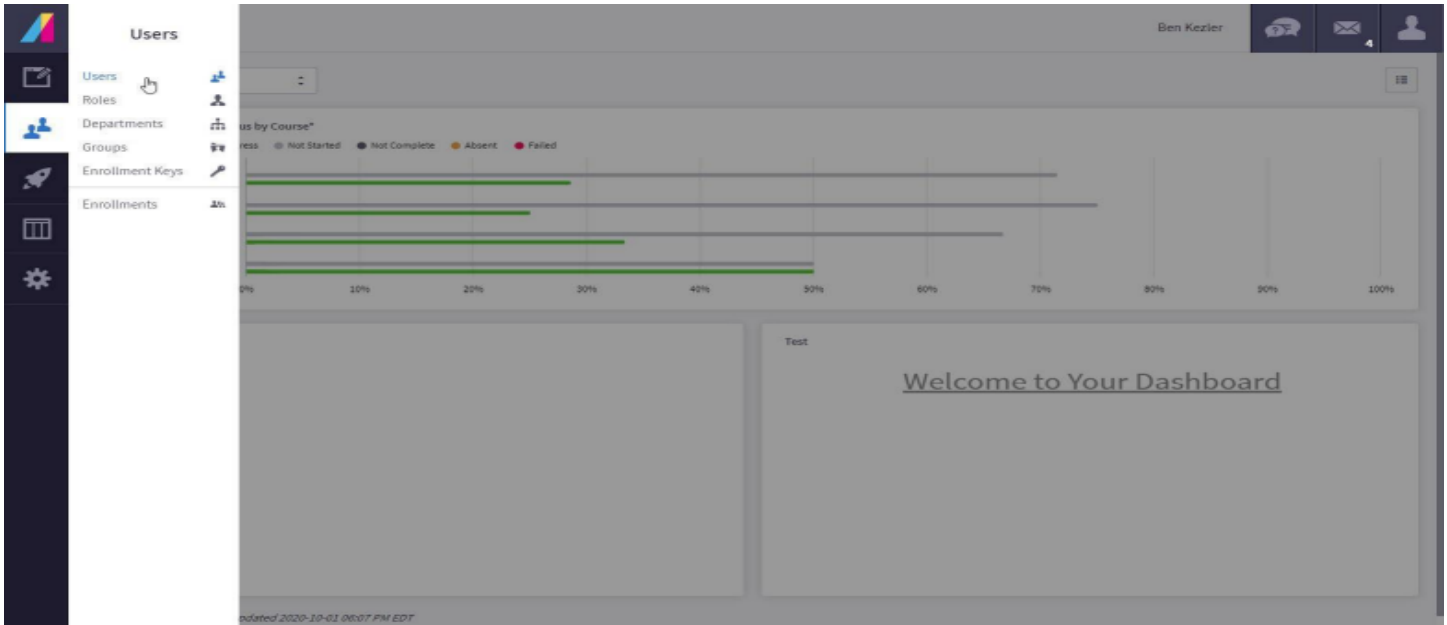


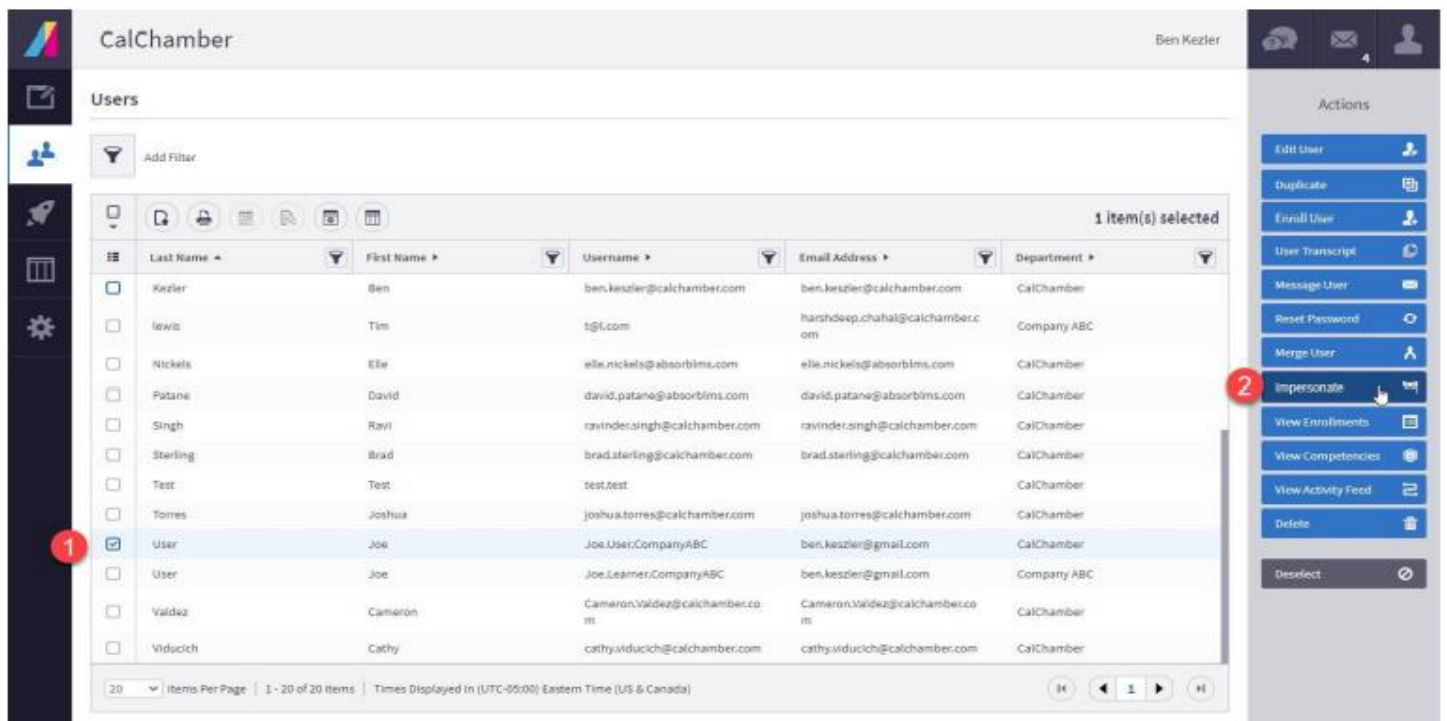
Individual Learner Enrollment – Impersonation

Administrators can enroll an existing Learner for a course by logging in under the Learner’s credentials and impersonating them.

Step 1: From the Admin page, select the User icon in the upper left and then “Users.”

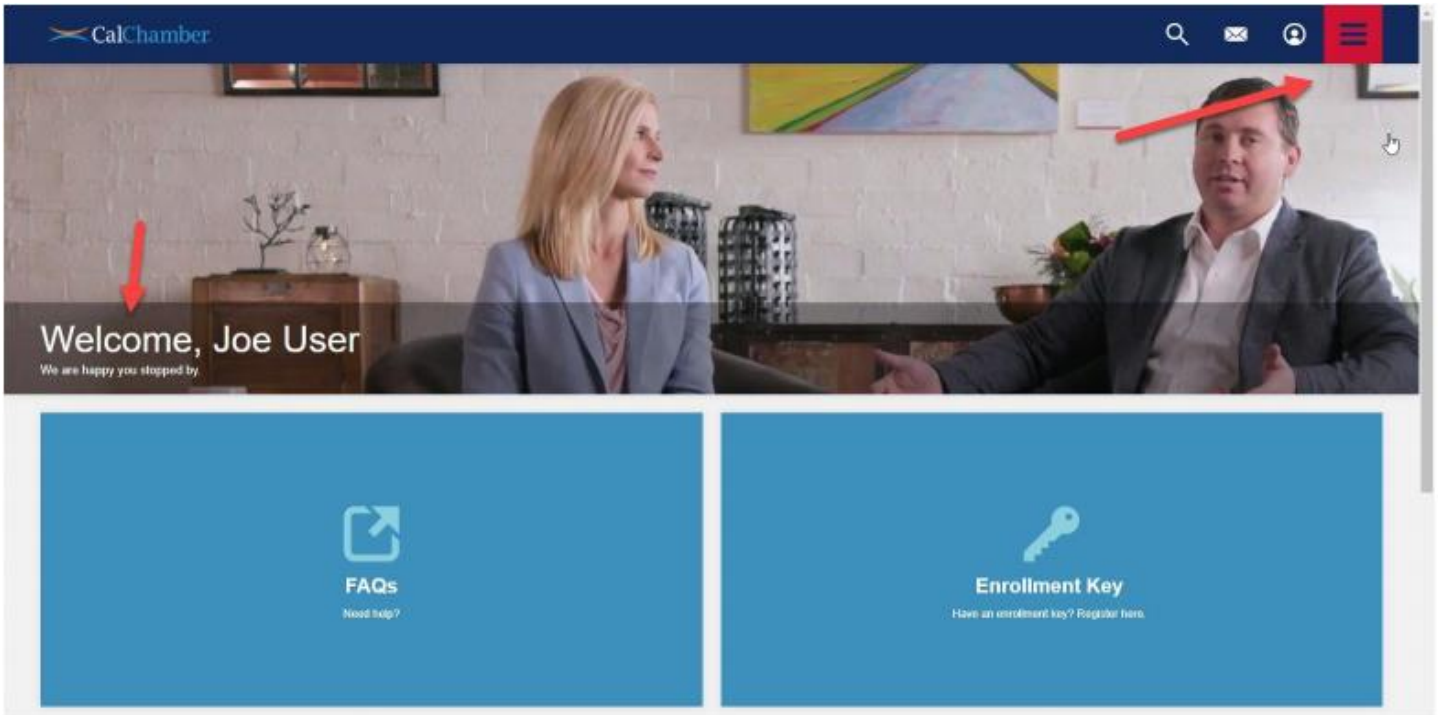


Step 2: Select the 1 desired user and then click 2 “Impersonate” on the Actions menu on the right.

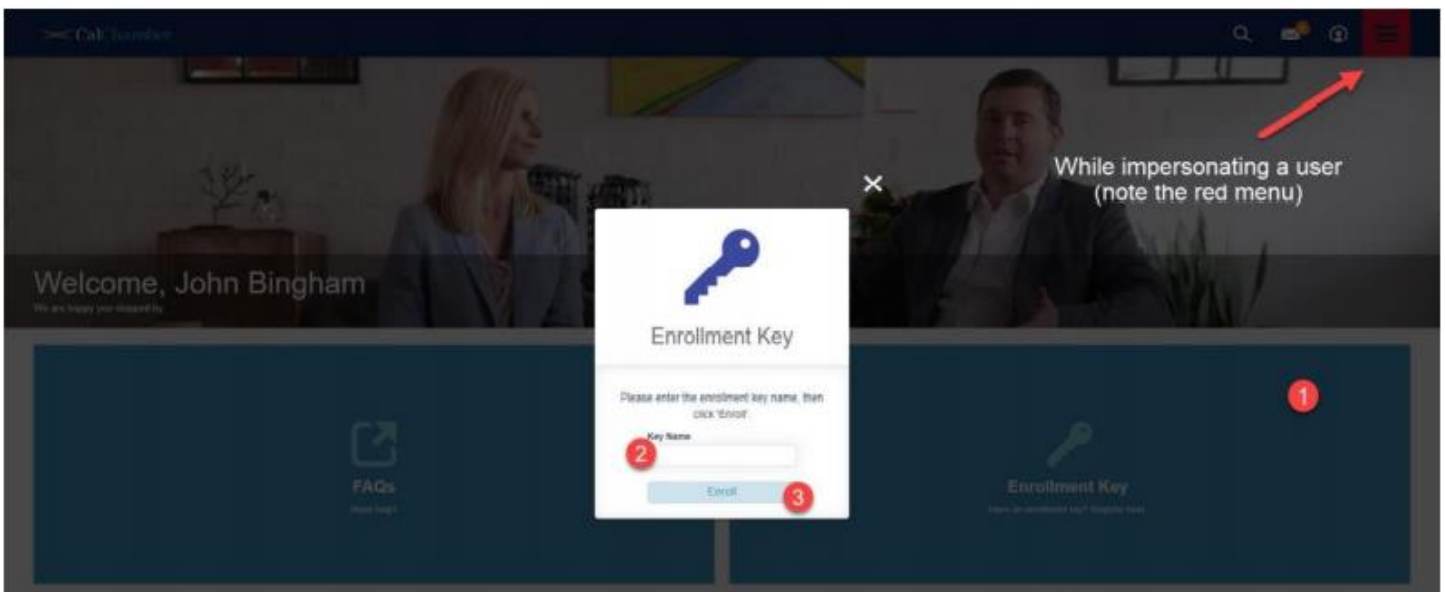


Individual Learner Enrollment – Impersonation

Step 3: You will be taken to the Learner Experience and logged in as that user. While impersonating, the menu icon in the right upper corner becomes bright red.



Step 4: Click on the 1 “Enrollment Key” tile on the Learner’s homepage and enter 2 the enrollment (registration) key you were given and click 3 “Enroll.”



Step 5: To return to your Admin portal, click on the bright red menu icon in the upper right-hand corner and choose “Stop Impersonating.” The user is now enrolled in the course with the enrollment key you redeemed.