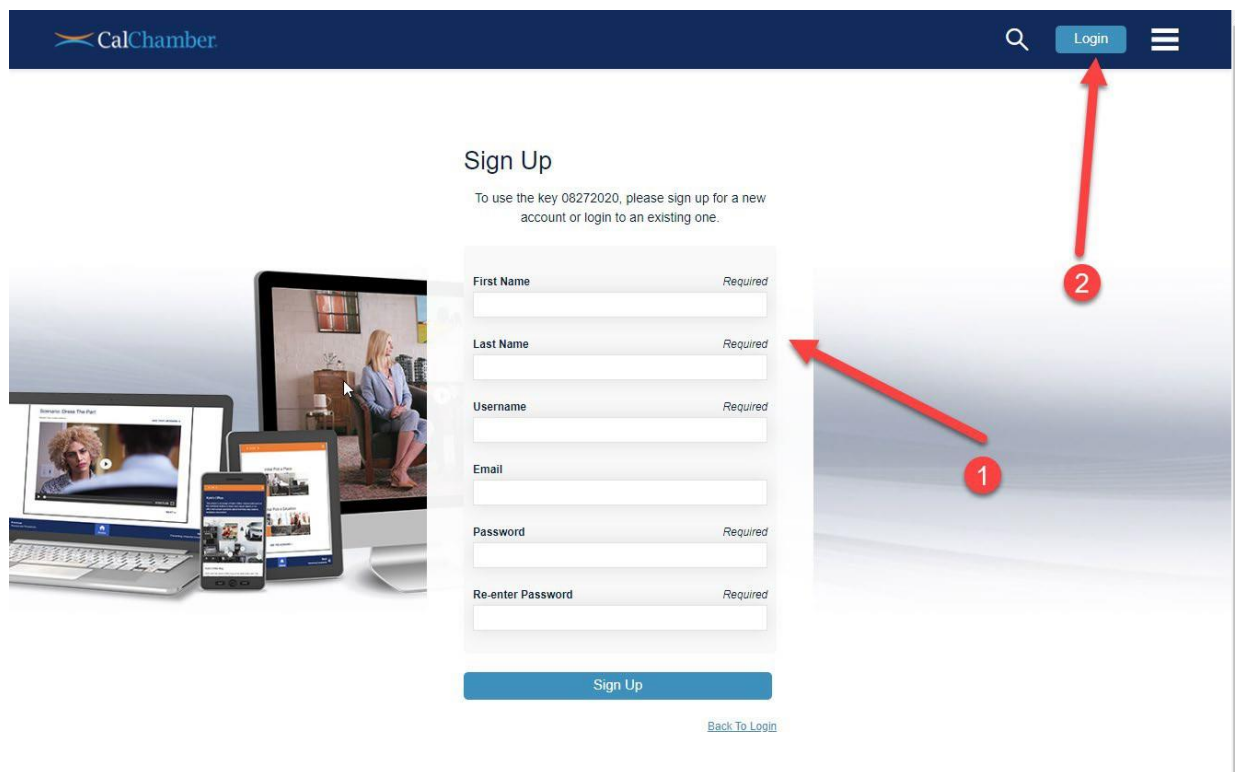# User Self-Registration & Enrollment

This is the fastest way to get training within your organization started. With this method, your users will self-register and be auto enrolled in the training you desire! With your new training purchase, you are sent an enrollment key URL that looks something like:

https://calchamber.myabsorb.com/?KeyName=your-key-here

This URL can be used by your learners to both sign up in our learning management system (LMS) and enroll in the correct training. Sending this URL directly to your learners is the quickest and most efficient way to get them registered and enrolled.

Do you need to look up your enrollment key and distribute it? Please see Sending Enrollment Keys to Your Users below.

When learners click the enrollment key, they will see the following:


Users not yet in the system will 1 fill out the signup form accordingly and click "Sign Up." **Users already in the system** simply 2 click the "Login" button. From there, they will enter their credentials and be auto enrolled in the appropriate course.

Existing User Enrollment

Users already in the system can enroll themselves in a matter of seconds. Simply send them the **enrollment key** (or "coupon" for customers with existing available seats). Your users then login to the LMS and ① click the "Enrollment Key" tile on their homepage, ② enter the enrollment key/coupon you provide them and ③ click "Enroll." They are now registered for the course associated with your enrollment key.
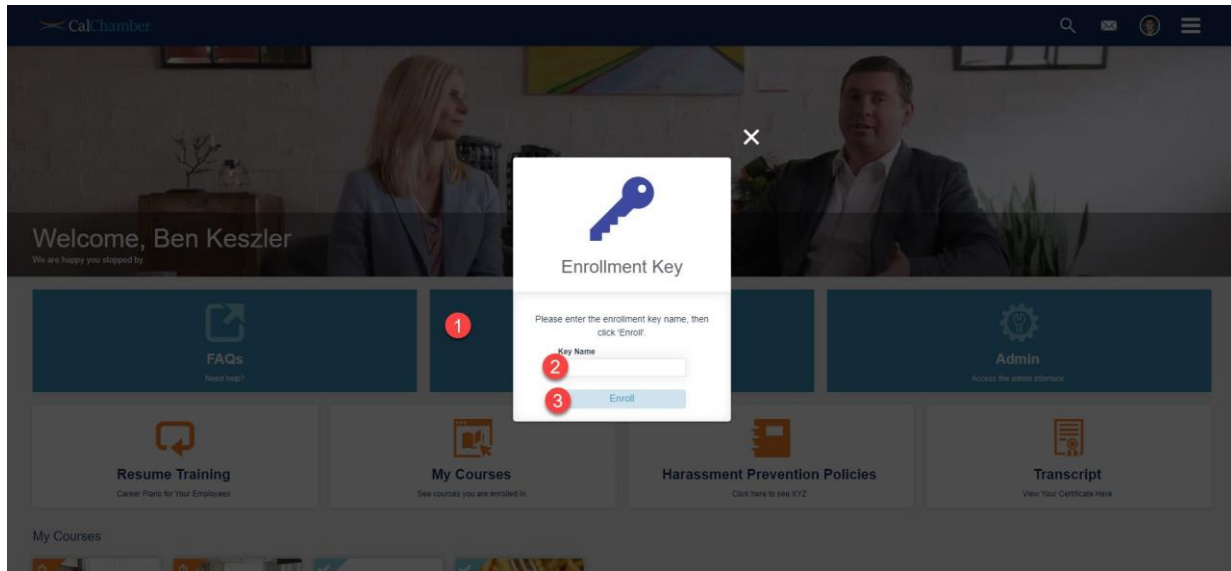
For more information about where to find your enrollment key or how to send an enrollment key URL to your learners, please see the next page.

Sending Enrollment Keys to Your Users

If you wish, you may send enrollment key (coupon) information to your users from within the LMS. To do this, navigate to the admin portal by clicking on the admin tile on your homepage, and then complete the following steps.
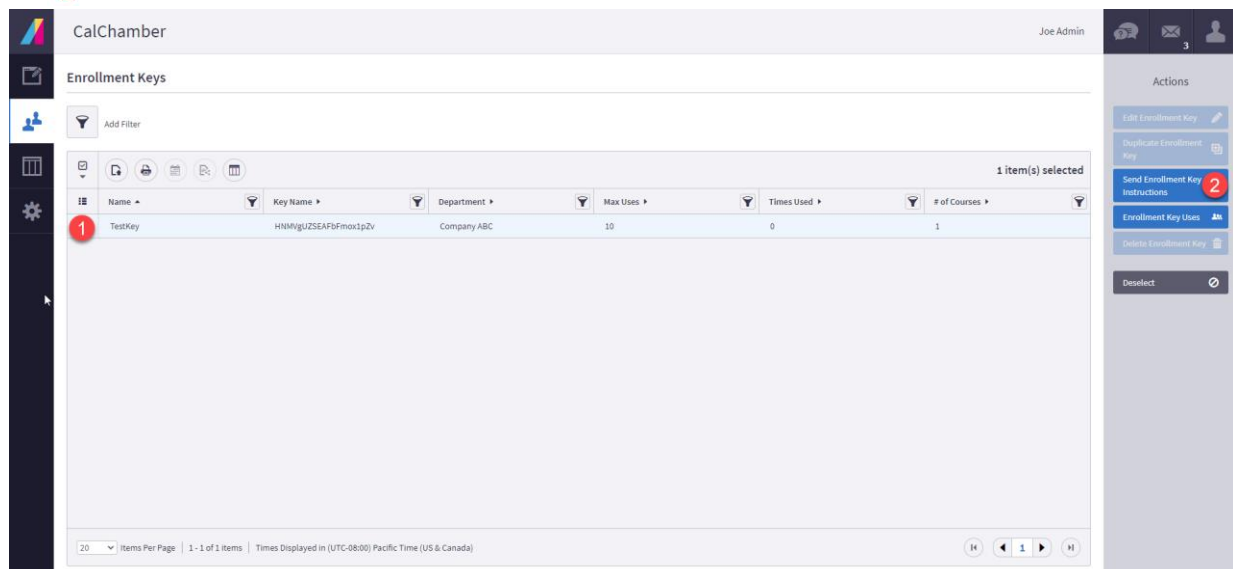
STEP 1:
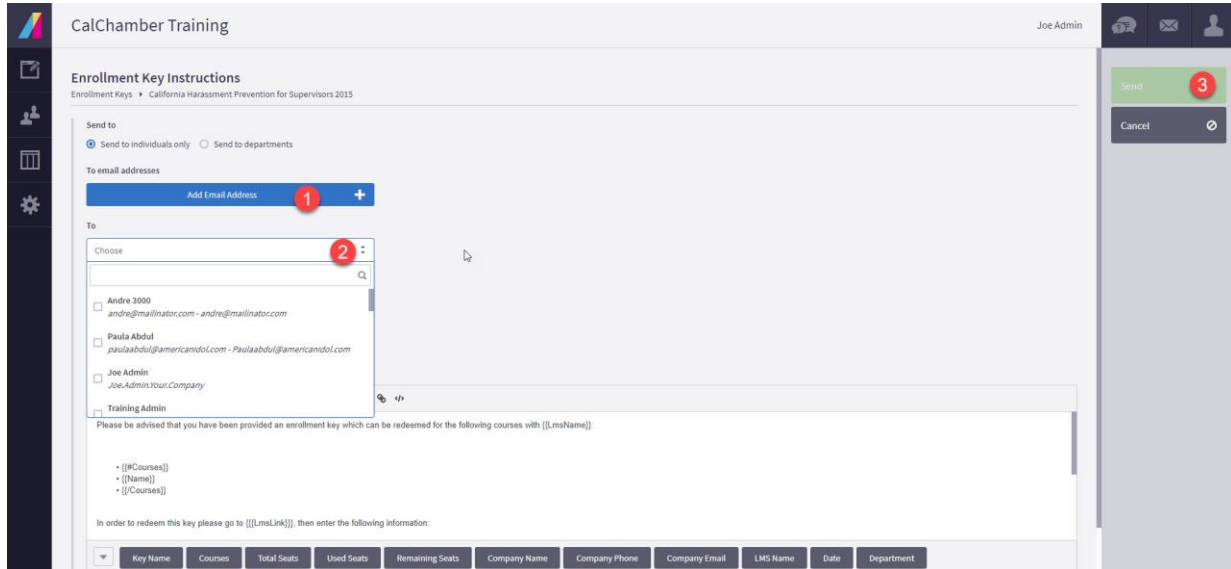
Click ❶ the user icon, and then click ❷ "Enrollment Keys."
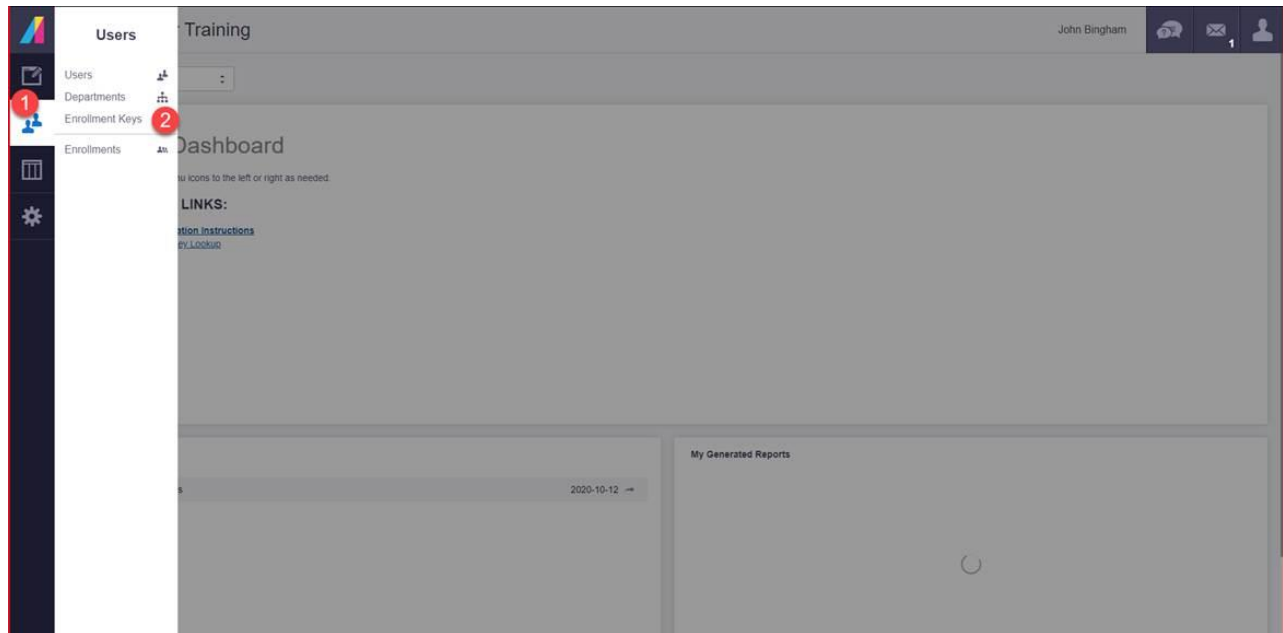
STEP 2:

First, you will ❶ select the desired enrollment key for the course you wish learners to take, and then you will ❷ select "Send Enrollment Key Instructions."

STEP 3:

First, you'll ❶ click "Add Email Address," 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 your users already in the system, you will ❷ select the user(s) you wish to send via the "Choose" dropdown. When you're done, ❸ click the green **Send** button on the right.
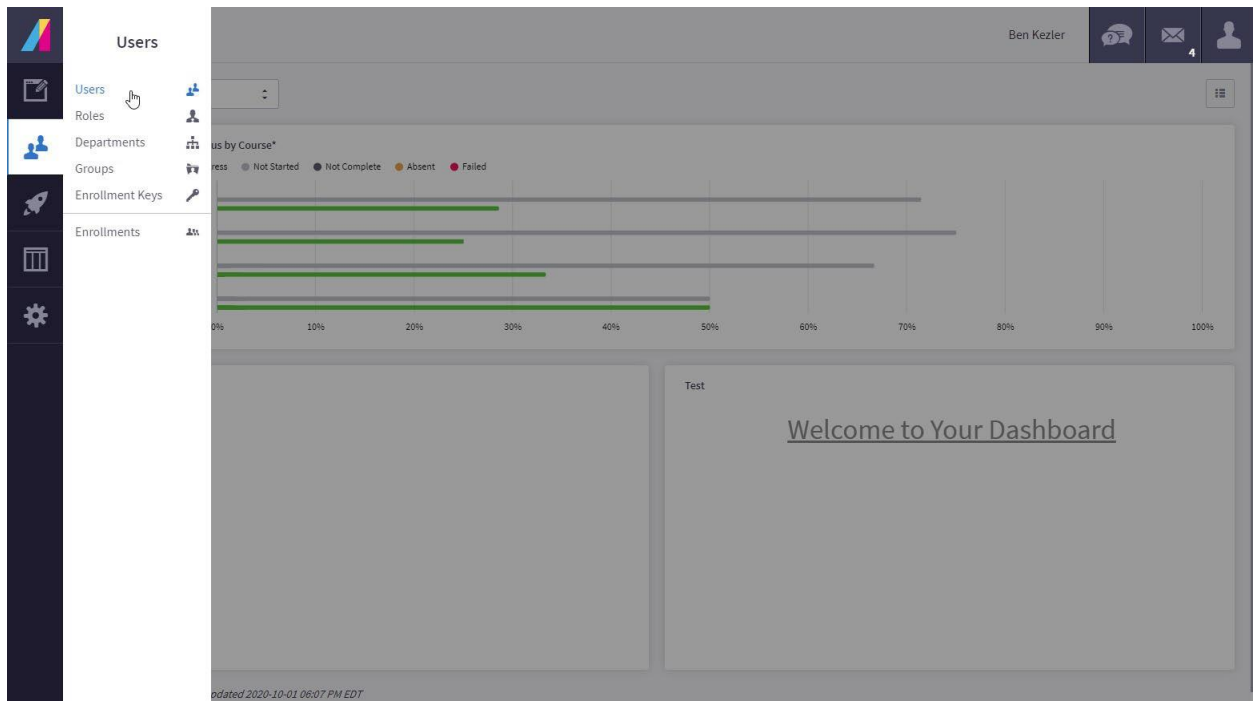

Your users will receive an email with an enrollment key URL. Users not already in the system may click this URL to register and become enrolled. Users in the system may simply login after clicking this link and will be enrolled automatically in the course tied to your enrollment key.

Single User Enrollment

As an admin, you also may choose to register a user by logging in under that user's credentials — or "impersonating" your user — and redeeming the enrollment key as described above. To impersonate a user, complete the following steps.
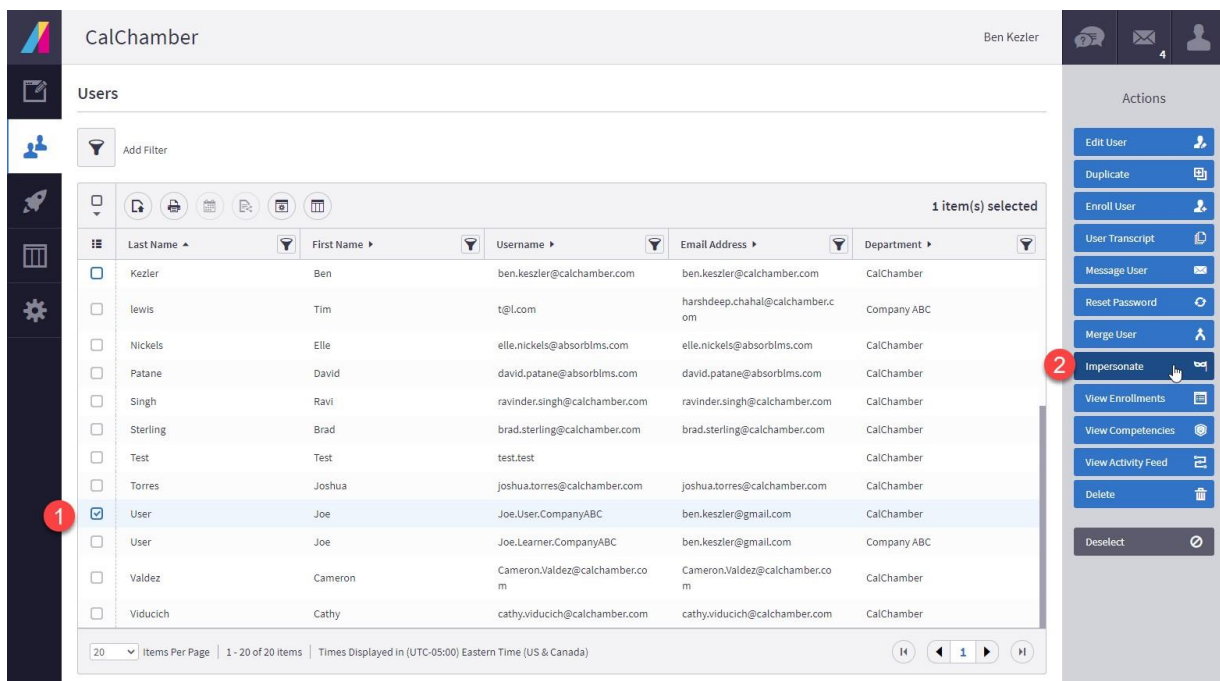
STEP 1

Start by selecting "**Admin**" from the homepage or the right navigation panel. Select the user icon in the upper left and then "**Users**."
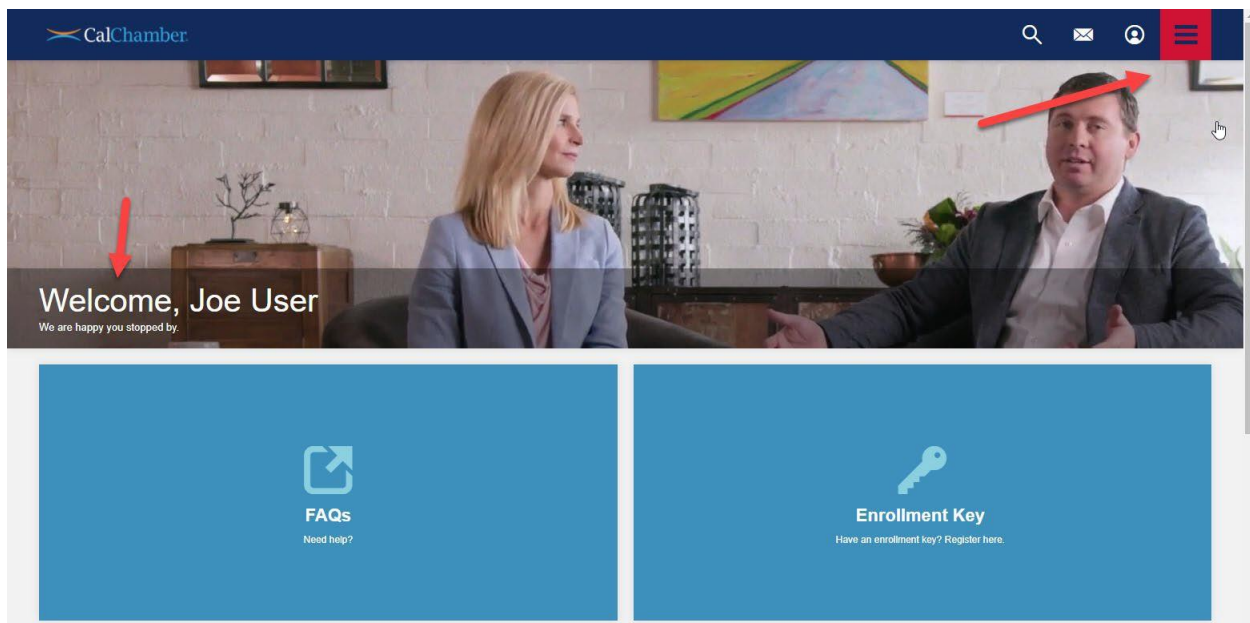

STEP 2

First, you will ➊ select the desired user, and then ➋ click "Impersonate" in the Actions menu.

You will be taken to the Learner Experience and be logged in as that user. **While impersonating, the right menu becomes bright red,** as shown below.

Repeat the steps detailed in Existing User Enrollment by 1️⃣ clicking the "Enrollment Key" tile on their homepage, 2️⃣ entering the enrollment key/coupon you provided them and 3️⃣ clicking "Enroll."
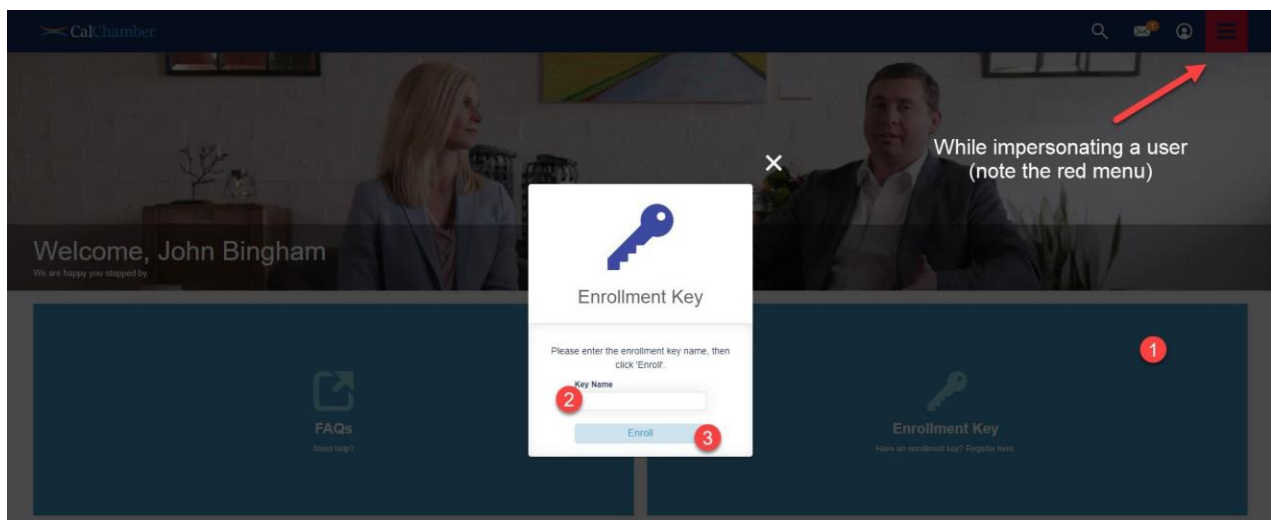
To return to your admin portal, click the upper right menu and "**Stop Impersonating**." The user is now enrolled in the course associated with the enrollment key you redeemed.