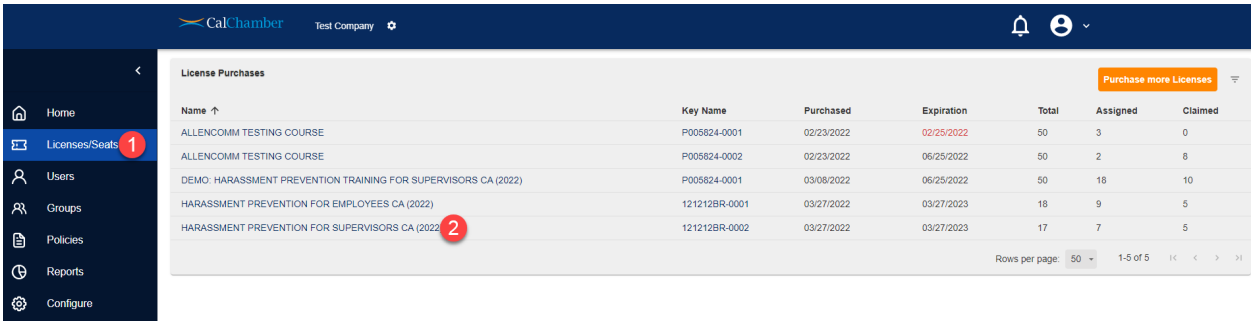
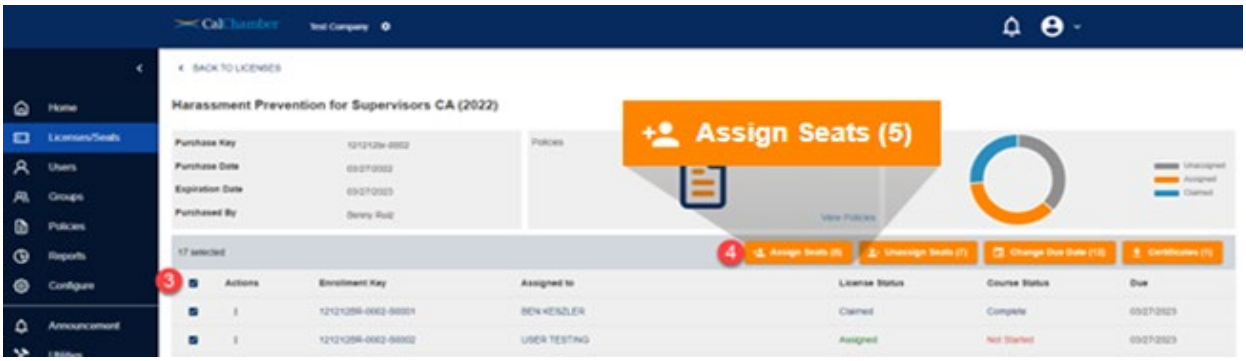
CalChamber LMS User Guide:

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:



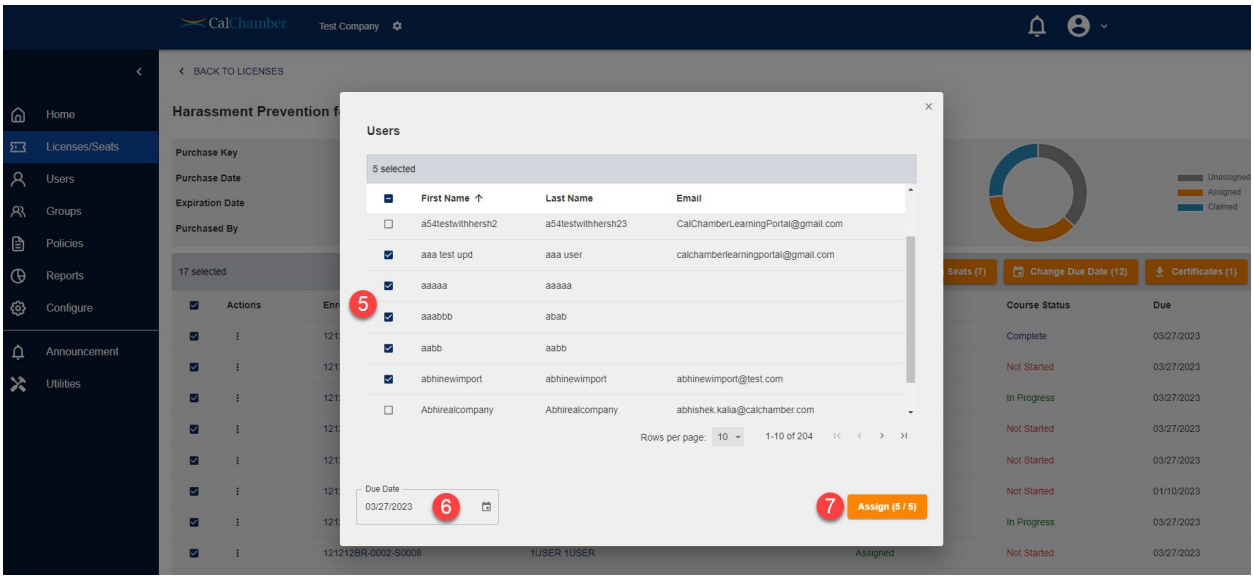
1. Select **Licenses/Seats**
2. Select the available course that you wish to assign. In this example, we will click on the Harassment Prevention Training for Supervisors CA (2022) course.



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.