

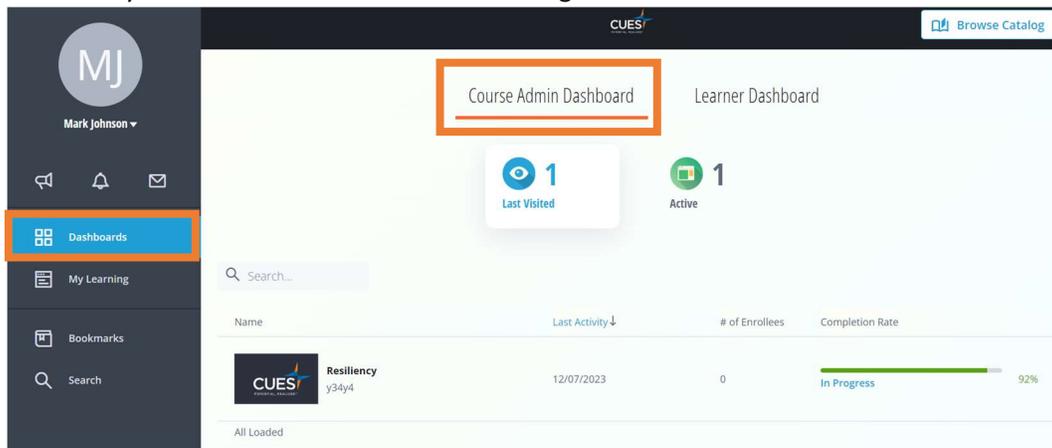
Member How-to Document

Enrolling Others in a Course or Learning Journey

Purpose: Learning Administrators can effortlessly enroll members into courses and/or learning journeys. This guide will walk you through how to enroll someone else.

Process:

1. After you've accessed CUES Learning Portal, navigate to the "Course Admin Dashboard". This will show you all courses available as a Learning Admin.



2. Find the course and/or learning journey you'd like to enroll others in and click on the title to launch the course.



3. At the top right of the course outline page, click on the Admin Wrench Icon, then click on "User Management".



4. You will now be redirected to the User Management page, from here you can enroll members into the course manually, or bulk using a csv file. To do this, click on “Manage Users” at the top right of the page and then click on your preferred method.

Resiliency

User Management





Learners
13



Manage Users

Manually Add Users

Bulk add by Uploading CSV

a. Manual Enrollment

- i. Enter the user’s first name, last name, and email address into the field below. Then, the “Add” button will light up blue, click on it.

Note: “No Role” is the default option that will be selected – this can be ignored.

You can add a user manually:

First Name ▲*	Last Name ▲*	Email Address ▲*	No Role ▼	Add
dennis *	clark *	dennis@cues.org *	No Role ▼	Add

b. Bulk Add by CSV

- i. After you click on the “Bulk Add” option, click on “Download a Template”. This will download an excel/csv file that you can edit.

Download a Template
Upload CSV

- ii. Once the template has been downloaded, open it and fill it out with the required information (First Name, Last Name, Email)

Note: External ID can be ignored.

	A	B	C	D
1	First Name	Last Name	Email	External ID (Optional)
2	Jane	Doe	jane.doe@email.com	
3	John	Doe	john.doe@email.com	
4	John	Doe	john.doe@email.com	
5	John	Doe	john.doe@email.com	
6	John	Doe	john.doe@email.com	
7	John	Doe	john.doe@email.com	
8	John	Doe	john.doe@email.com	
9	John	Doe	john.doe@email.com	
10	John	Doe	john.doe@email.com	
11	John	Doe	john.doe@email.com	
12	John	Doe	john.doe@email.com	
13	John	Doe	john.doe@email.com	

- iii. Save the file, then click “Upload CSV” and follow prompts to upload.

Download a Template
Upload CSV

iv. Scroll down and click on “Add All” to finish the process.

Upload CSV ✕

Apply same role as: No Role ▼

Jane Doe	jane.doe@email.com	ID_ASSIGNED_BY_CORPORATE_IDENTITY_PROVIDER
John Doe	john.doe@email.com	ID_ASSIGNED_BY_CORPORATE_IDENTITY_PROVIDER

Total: 2

CancelAdd All

