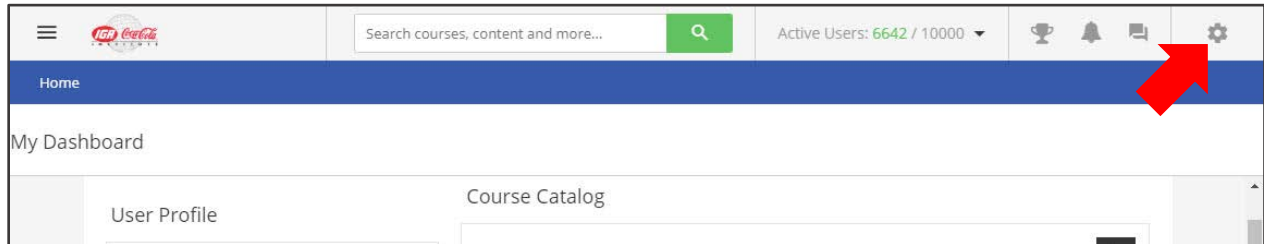
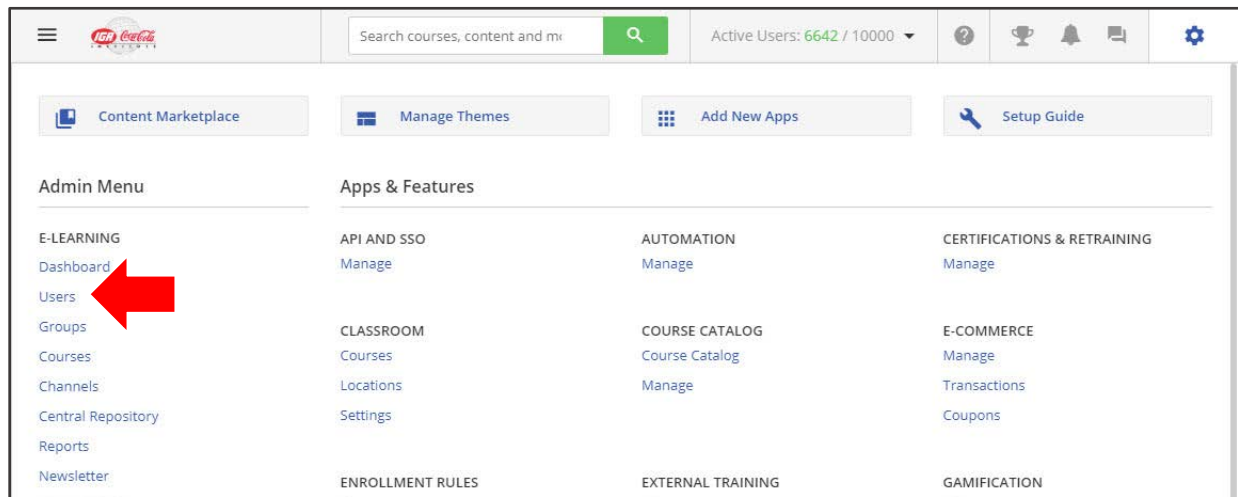


Register a Student

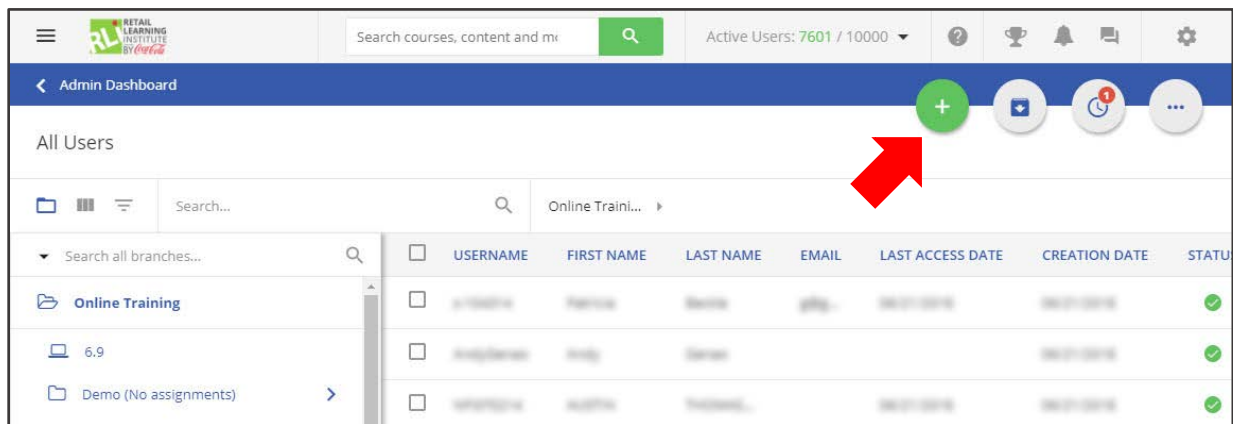
1. Log in with your administrator account.
2. Select the gear icon in the top right corner (⚙️).



3. Select **Users** from the left column.



4. Select the + button in the top right corner (+).



5. Select the New User button (👤).

The screenshot shows the 'Admin Dashboard' for 'RETAIL LEARNING INSTITUTE BY Coca-Cola'. The 'All Users' section is active, displaying a table with columns: USERNAME, FIRST NAME, LAST NAME, EMAIL, LAST A... DATE, CREATION DATE, and STATU... A red arrow points to the 'New user' button (👤) in the top right corner of the user list area. Other buttons visible include 'New branch' (🏠) and a search bar.

6. Enter the required information and select Next to proceed to the next step. Complete all 4 steps as required — General Information, Branches, Additional Fields and Subordinates.

The screenshot shows the 'New User' form with the following details:

- Title:** New User
- Instruction:** In order to create a new user, please complete all of the following steps.
- Steps:** 1. General Information (active), 2. Branches, 3. Additional fields, 4. Subordinates
- Text:** Please provide the information for the user you're going to create
- User Information:**
 - Username * (required)
 - Level: User (dropdown)
 - Email
 - Email Validation Status: Unverified (dropdown)
 - First Name
 - Last Name
 - New password * (required)
 - Retype Password * (required)
 - Force users to change their password at the first sign in
- User Status:**
 - Expiration (calendar icon)
- Buttons:** NEXT (highlighted in green), CANCEL

7. At Step 4, select **Review** to view a summary of the information entered.
 You may also select **Create User** to simply create the account.

New User
 In order to create a new user, please complete all of the following steps.

General Information — Branches — Additional fields — **4 Subordinates** — 5 Review

Please select all of the subordinates of the user you're creating.

Manager

This user manages subordinates

PREVIOUS CREATE USER REVIEW CANCEL

8. Review the information, then select **Create User**.
 If anything is incorrect, select **Edit** to make any changes.

New User
 In order to create a new user, please complete all of the following steps.

General Information — Branches — Additional fields — Subordinates — **5 Review**

From here, you can fully review your user and decide if the information is correct, or if something needs to be edited.

General Information Edit

Username: sDemo
 Email: dwebb@gainc.com
 First Name: Student
 Last Name: Demo
 Level: User
 Language: english
 Expiration:
 Email validation status: Verified
 Date format:
 Timezone: America/Chicago
 Manager:

Additional fields Edit

Country: UNITED STATES OF AMERICA
 Date of Birth: n/a
 Department: Other
 Store Name: RLJ
 Store Code: dfadfad
 Store Address: 8745 W. Higgins
 City: Chicago
 Zipcode: 60631
 State/Province: Illinois
 Phone: 7736952625

Organization Edit

Branches Edit

RLJ - Demo

PREVIOUS CREATE USER CANCEL

9. A confirmation appears at the bottom of the screen; Select **Confirm**.

Optional — Enroll user in a course

What's next?
Now you've created a user you can decide if you want to perform one or more of the following actions

Enroll user to courses
Select the courses in which you want your user to be enrolled.

Assign Subscription Licenses
Associate subscription plans to the user

Users successfully created

CONFIRM CANCEL

10. Select **Confirm** to create the user account.

Note: The newly created account appears at the top of the user list.

Search courses, content a

Active Users: 7604 / 10000

Admin Dashboard

All Users

	USERNAME	FIRST NAME	LAST NAME	EMAIL	LAST ACCESS DATE	CREATION DATE	STATUS
<input type="checkbox"/>	sDemo	Student	Demo	dwe...		06/21/2018	✓
<input type="checkbox"/>	✓
<input type="checkbox"/>	✓
<input type="checkbox"/>	✓
<input type="checkbox"/>	✓
<input type="checkbox"/>	✓
<input type="checkbox"/>	✓
<input type="checkbox"/>	✓
<input type="checkbox"/>	✓
<input type="checkbox"/>	✓

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