

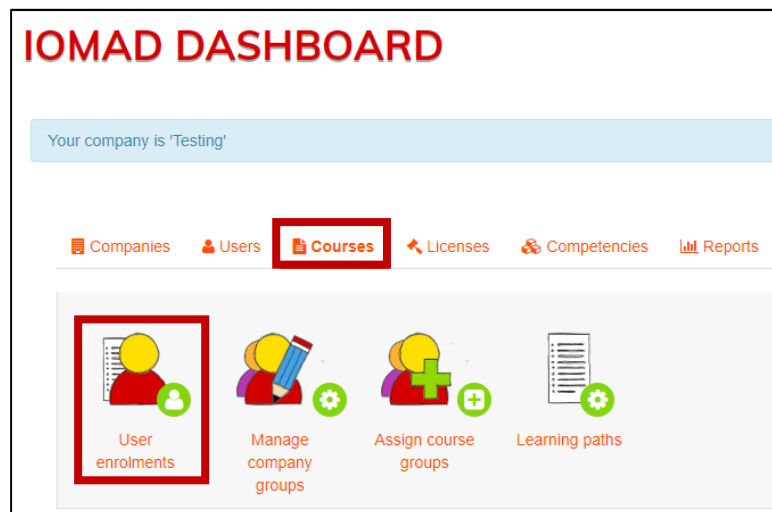
Enrolling Users in Courses

As a company manager, you can enroll students in courses. Please see the DG Advisor's Course Catalog Job Aid for information on the available courses.

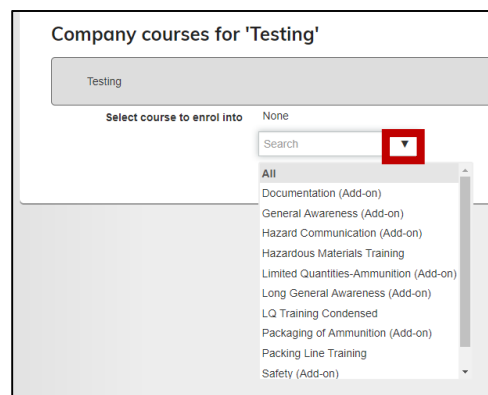
Note: You must have the role of Company Manager or Department Training Manager to enroll users. If you also need the training, you must have a unique user log in. Set yourself up as you would a regular user and use this log in for taking the courses

1. **Login:** Log into the DGA Training Portal using your manager login: <https://training.dgadvisor.com/login/>

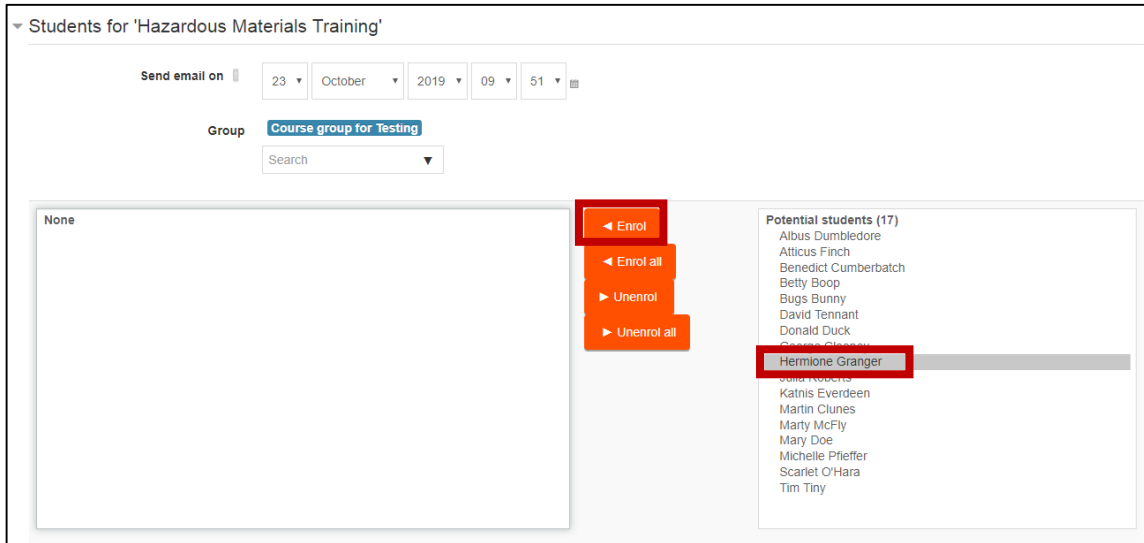
2. From the IOMAD Dashboard, Click Courses > User enrolments.



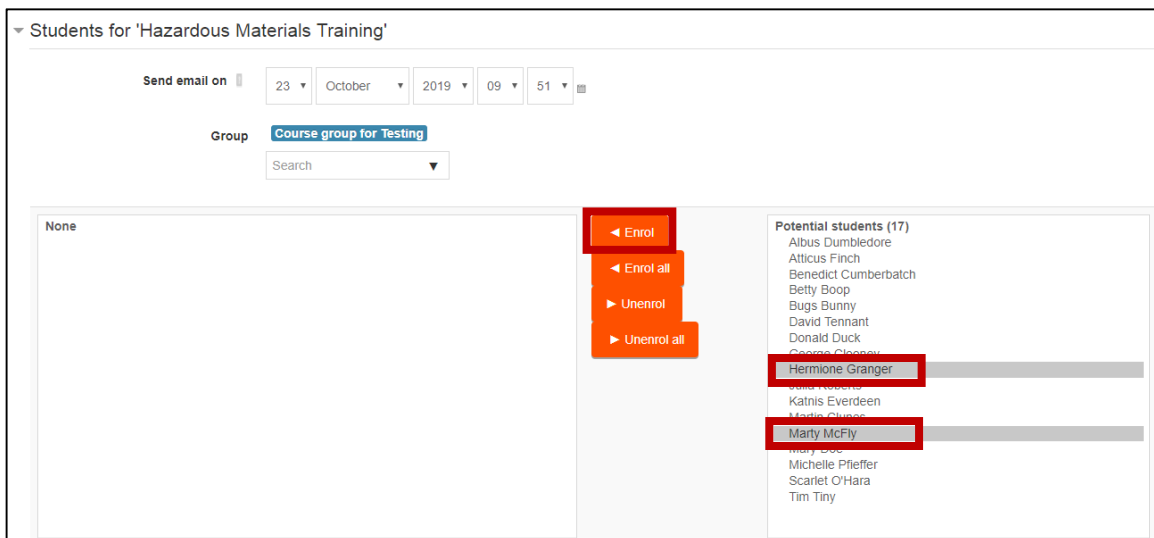
3. Click the drop-down arrow to select courses for enrollment. Use the scroll bar to see more.



4. When you select a course the screen where you can add students appears. On the right is a list of all your company's users.
 - a. Enroll single user: Click a user name > Enrol, to add the user to the left pane.



- b. Enroll multiple users. Hold the ctrl key down, click each user, and click Enrol. Enroll all enrolls all the users in your company. You can also unenroll by selecting users on the left pane and clicking either Unenrol or Unenroll all.



Enrolled students:

Students for 'Hazardous Materials Training'

Send email on

Group **Course group for Testing**

<p>Enrolled students (2)</p> <p>Hermione Granger Marty McFly</p>	<p>◀ Enrol</p> <p>◀ Enrol all</p> <p>▶ Unenrol</p> <p>▶ Unenrol all</p>	<p>Potential students (15)</p> <p>Albus Dumbledore Atticus Finch Benedict Cumberbatch Betty Boop Bugs Bunny David Tennant Donald Duck George Clooney Julia Roberts Katinis Everdeen Martin Clunes Mary Doe Michelle Pfeiffer Scarlet O'Hara Tim Tiny</p>
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- If you have more users than show in the Potential students or Enrolled students panes, enter the student's name in the search field below the appropriate pane, and click search.

Search
Clear

Search
Clear

After you create a user and enroll the user in a course, as a department manager, you will receive emails indicating this. If users have an actual email, the users also receive emails notifying them of these actions.

Social 1 new
 Beth G., Care2 Action Aler.

Promotions 47 new
 Applebee's Grill + Bar, PayPal, ...

<input type="checkbox"/>	☆	DGAdvisor 2	Added to Hazardous Materials Training - Dear Hermione You have been granted access to the online training for Hazardous Materials ...
<input type="checkbox"/>	☆	DGAdvisor	A new on-line learning account has been created for you - Dear Hermione, A new user account has been created for you on the 'Trainin...

Note: If any other person in the organization needs to be notified of enrollments and user status by email, you must contact Laura Moats directly at elearningmto@gmail.com to set this up.