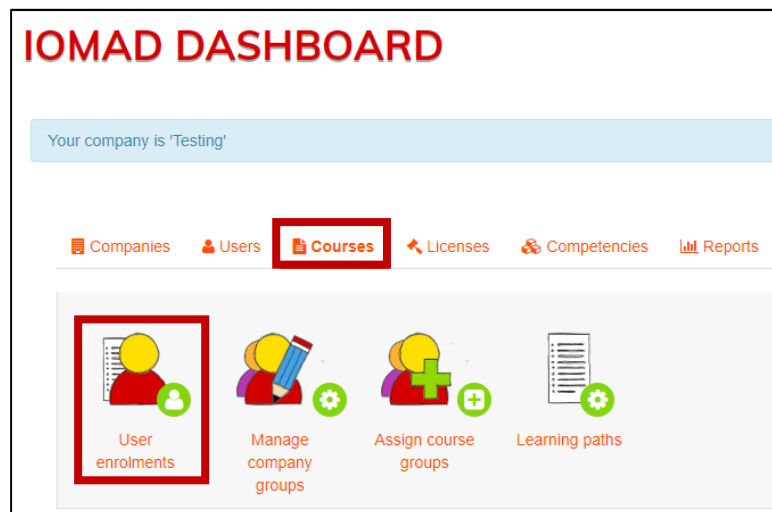# Enrolling Users in Courses

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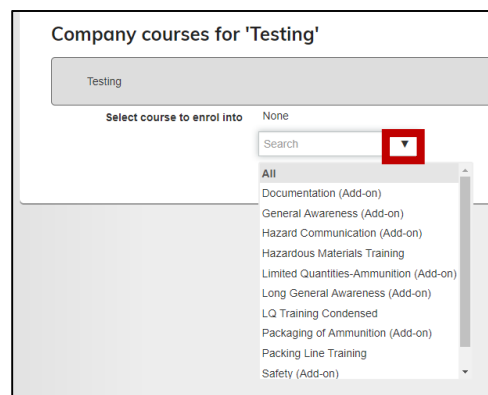
Note: You must have the role of Company Manager or Department Training Manager to enroll users. If you also need the training, you must have a unique user log in. Set yourself up as you would a regular user and use this log in for taking the courses

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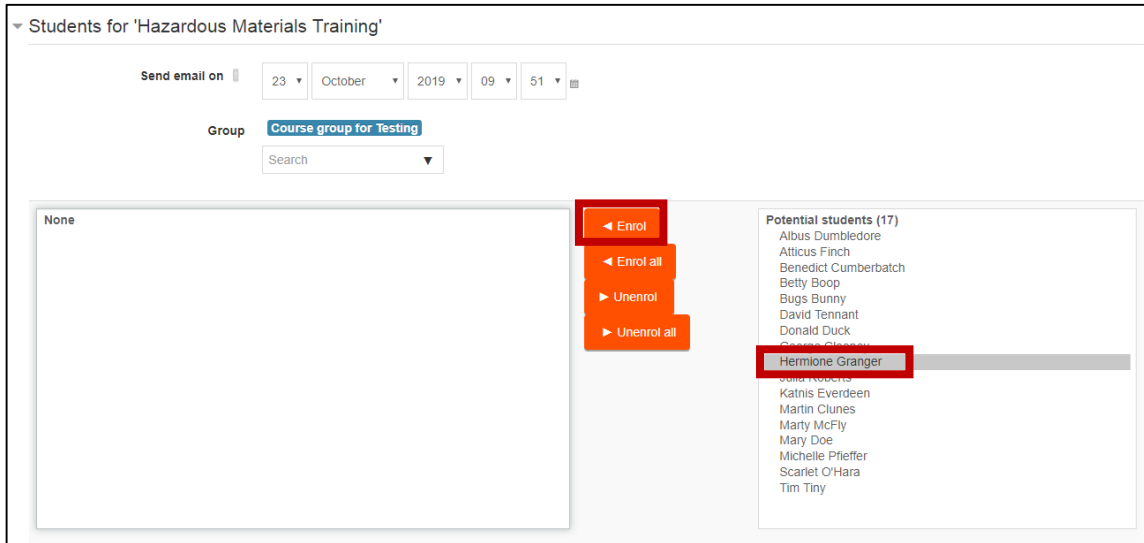

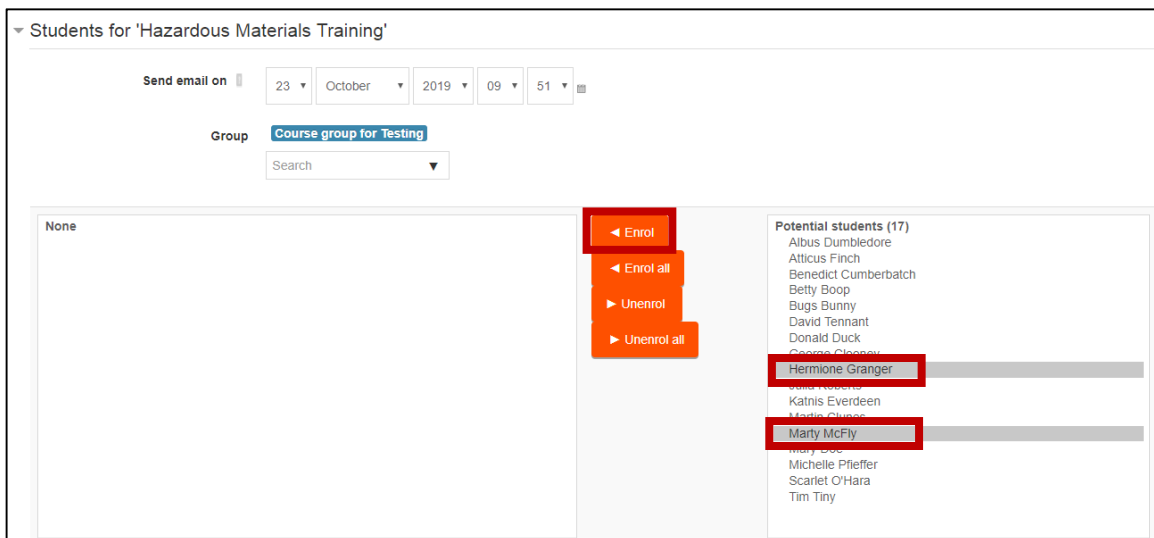2. From the IOMAD Dashboard, Click Courses > User enrolments.

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 Unenrol all.

Enrolled students:

5. 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.

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.

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.