



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.

IOMAD D	ASHBO	ARD		
Your company is 'Testir	ng'			
📕 Companies 🛛 🛔	Users Cours	ses 🔥 Licenses	& Competencies	Lul Reports
User enrolments	Manage company groups	Assign course groups	Learning paths	

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

Company courses for 'Testing'		
Testing		
Select course to enrol into	None	
	Search	
	All	
	Documentation (Add-on)	
	General Awareness (Add-on)	
	Hazard Communication (Add-on)	
	Hazardous Materials Training	
	Limited Quantities-Ammunition (Add-on)	
	Long General Awareness (Add-on)	
	LQ Training Condensed	
	Packaging of Ammunition (Add-on)	
	Packing Line Training	
	Safety (Add-on)	



Job Aid

- 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.

r Students for 'Hazardous Materials Training'			
Send email on	23 • October • 2019 • 09 • 51 •		
Group	Course group for Testing Search		
None		Enrol Enrol all Unenrol Unenrol all	Potential students (17) Albus Dumbledore Atticus Finch Benedict Cumberbatch Betty Boop Bugs Bunny David Tennant Donald Duck Course Clearnet Hermione Granger With Yobe Kathis Everdeen Marty McPly Mary Doe Michelle Pleffer Scarlet O'Hara Tim Tiny

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.

	terials Training'		
Send email on	23 • October • 2019 • 09 • 51 •		
Group	Course group for Testing Search		
None		Enrol all Unenrol all Unenrol all	Potential students (17) Albus Dumbledore Atticus Finch Benedict Cumberbatch Betty Boop Bugs Bunny David Tennant Donald Duck Cereane Chemat Hermione Granger With Voech Kahis Everdeen Marty McFly Marty Sol Michelle Piteffer Scarlet O'Hara Tim Tiny



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Enrolled students:

Students for 'Hazardous Ma	terials Training'		
Send email on 📲 Group	23 • October • 2019 • Course group for Testing Search •	09 🔻 51 🔻 📾	
Enrolled students (2) Hermione Granger Marty McFly		 Enrol Enrol all Unenrol Unenrol all 	Potential students (15) Albus Dumbledore Atticus Finch Benedict Cumberbatch Betty Boop Bugs Bunny David Tennant Donald Duck George Clooney Julia Roberts Katnis Everdeen Martin Clunes Mary Doe Michelle Pfieffer Scarlet O'Hara Tim Tiny

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.

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.

Primary	Social 1 new Beth G., Care2 Action Aler. Promotions 47 new Applebee's Grill + Bar, PayPal,		
DGAdvisor 2	Added to Hazardous Materials Training - Dear Hermione You have been granted access to the online training for Hazardous Materials		
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.