This covers how to enroll/withdraw from instructor-led trainings.

**Enrolling Users (Adding): Start at your Item**

1. **Select your item:**
   1. Navigate to Learning Admin
   2. Click Learning Activities
   3. Select Item and search for your item with a keyword or exact title or ID
   4. Select your item
How to Enroll/Withdraw Users from a Class

2. Click Classes and select the session

![Image of Classes screen]

3. Navigate to Registrations and click Add Users

![Image of Registrations screen]

There are no users registered for the class.
4. Search for your user.

If you want more search options select Add/Remove Criteria (this is helpful for searching by Organizations or Job Codes).

5. To search for multiple users by ID, select Any by User ID and paste the IDs in separated by commas.

Note: See our directions for how to create a comma separated file for many users.

6. When you have your list of users, check the Add boxes next to your users, and click Add.
7. If you receive a message that registration has exceeded the maximum, Select No and contact the course instructor.

Warning Details:
- The maximum registration of 2 Users has been exceeded for scheduled offering 2781960.

Do not overbook the class without permission.
- If the instructor has given permission, click YES. Otherwise, click NO and contact the instructor.

Do you wish to proceed?

No  Yes

Withdrawing users (Dropping): Start at Registration

8. Click the ... menu next to the user and select Remove