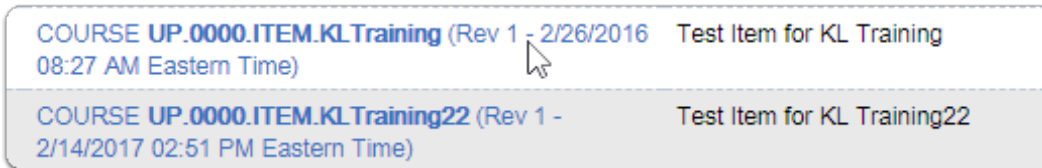


This covers how to register and drop users (enroll/withdraw) from instructor-led trainings.

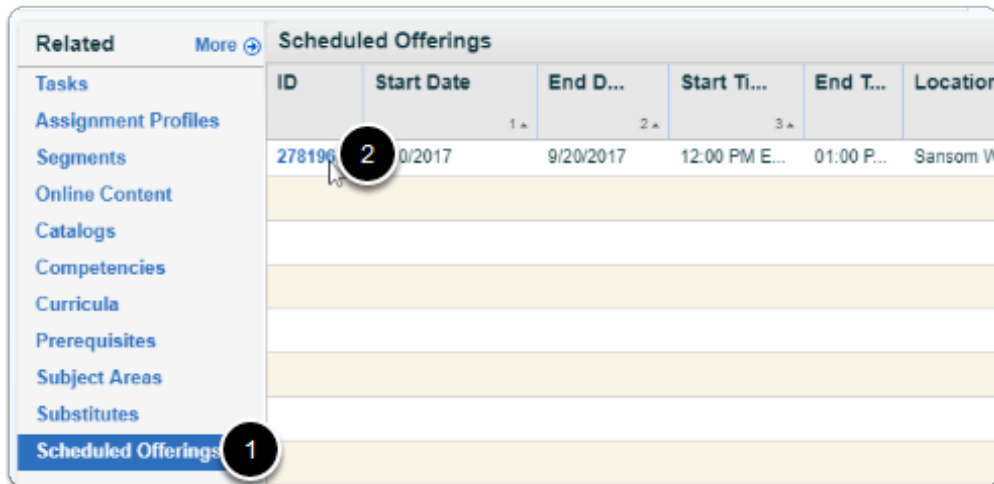
## Enrolling Users (Adding): Start at your Item

### 1. Select your item:

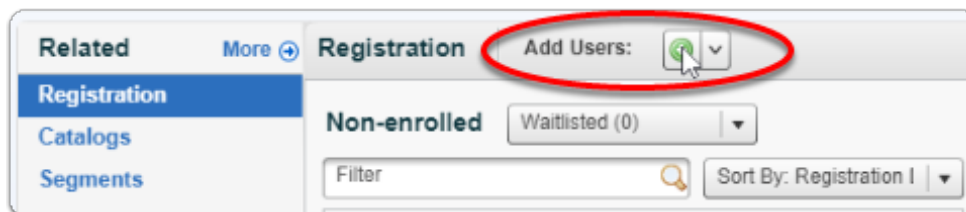
1. Navigate to Learning Admin
2. Click Learning
3. Search for your item with a keyword or exact title or ID
4. Select your item



### 2. Click Scheduled Offerings and select the session



### 3. Click the green plus sign next to Add User



## 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).

**Add One or More From List**

Keyword:

User ID: Starts With

Last Name: Starts With

First Name: Starts With

PennKey: Starts With

[Add/Remove Criteria](#)

## 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.

Keyword:

User ID: **1** Any  **2**

Last Name: Starts With

First Name: Starts With

PennKey: Starts With

[Add/Remove Criteria](#)  **3**

## 6. When you have your list of users, check the Add boxes next to your users, and click Add.

**Add Users to Scheduled Offering**

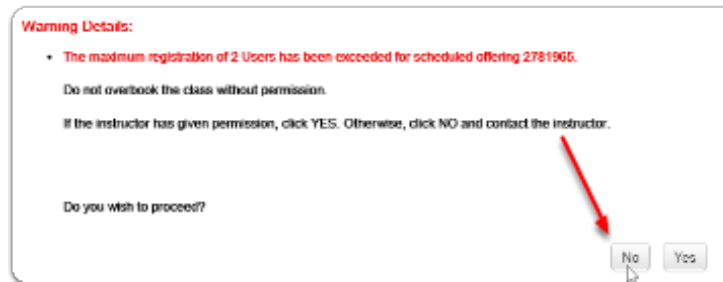
Select All / Deselect All

User	Registration Status	Chargeback Account	Price (1000)	US Dollar(USD)	Order Ticket	Add
	Active Enrollment(Enrolled)	<input type="text"/>	0.00	US Dollar(USD)	<input type="text"/>	<input checked="" type="checkbox"/>
	Active Enrollment(Enrolled)	<input type="text"/>	0.00	US Dollar(USD)	<input type="text"/>	<input type="checkbox"/>

**2**

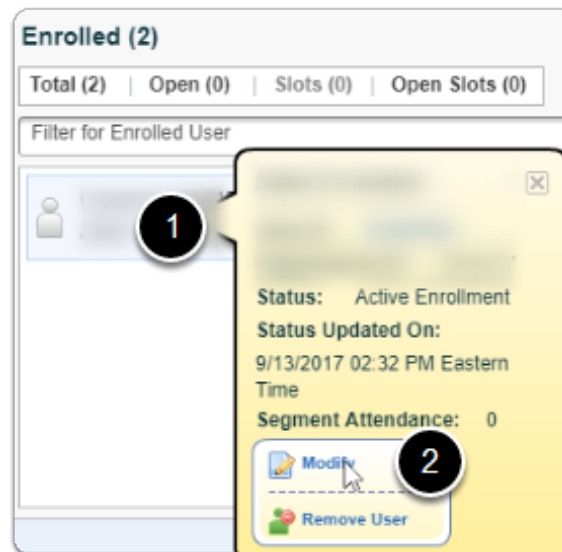
**1**

7. If you receive a message that registration has exceeded the maximum, Select No and contact the course instructor.



## Withdrawing users (Dropping): Start at Registration

8. Hover over the user and click Modify



9. Change the Status to Cancelled and click Save

