

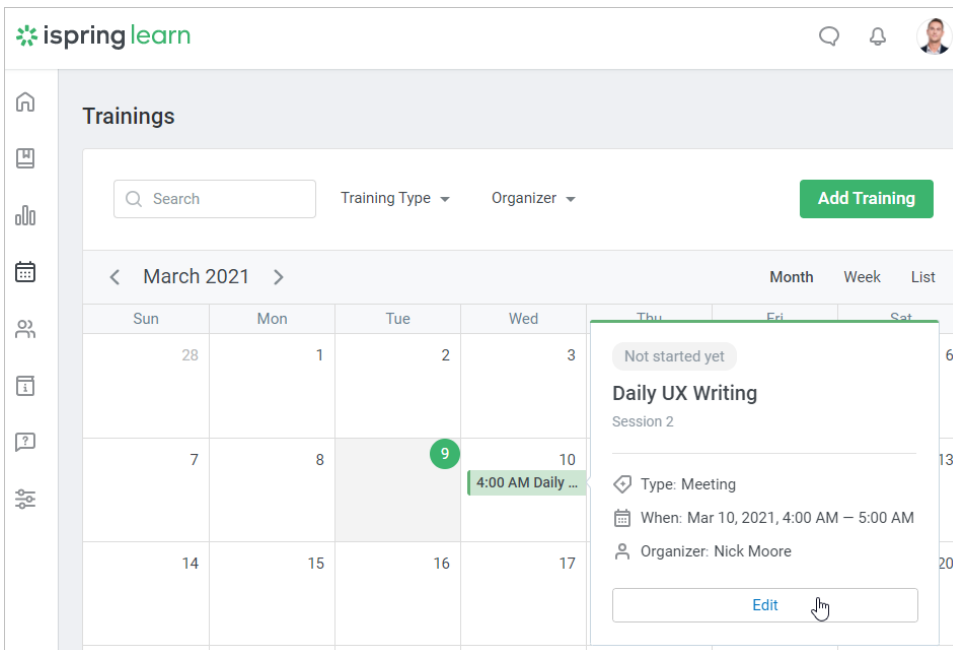
Enrolling Participants

You can enroll participants in a training in one of two ways:

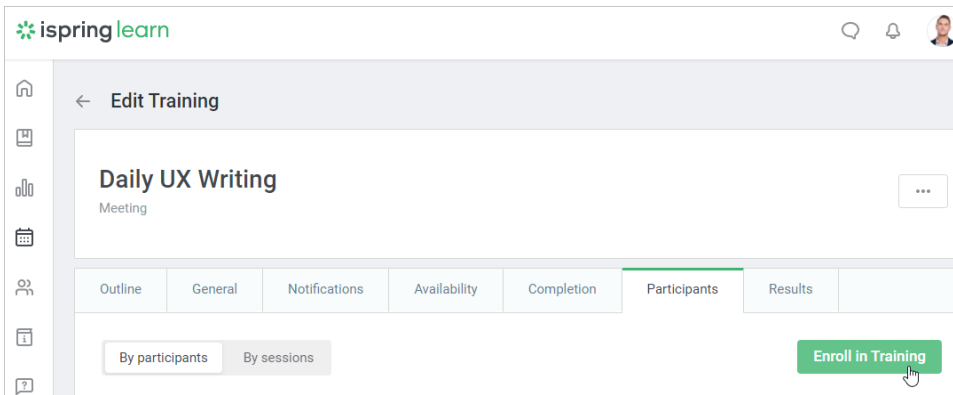
- [On the Edit Training Page](#)
- [On the Edit User Page](#)

On the Edit Training Page

1. Locate a training in the calendar and click on **Edit**.

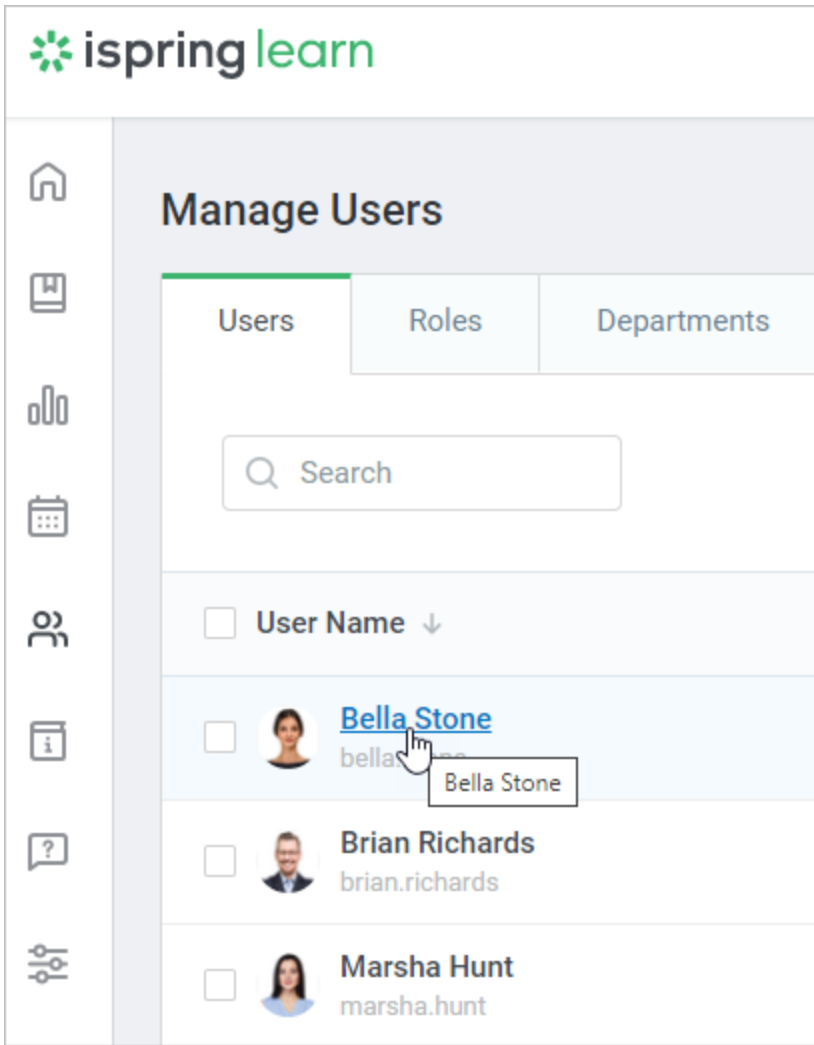


2. To enroll users in a training, open the **Participants** tab and click **Enroll in Training**.



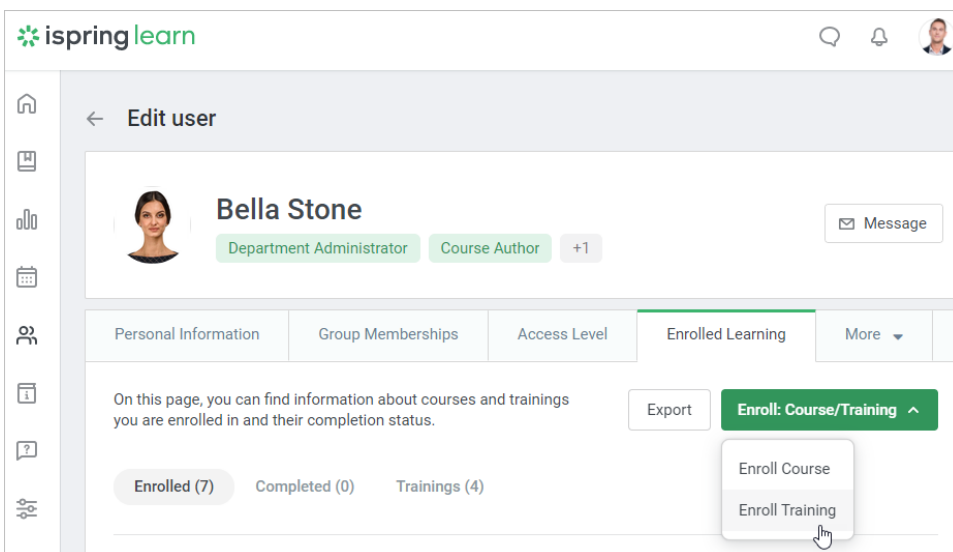
On the Edit User Page

1. Go to the **Users** section and click on a user's name.



2. On the **Edit user** page, open the **Enrolled Learning** tab. Next, click on the **Enroll: Course/Training** and choose **Enroll Training**.

In this case, the order of the stages on the enrollment window will be different: **Users Trainings Parameters**. Learn more in the [Enrolling on a User's Page](#) article.



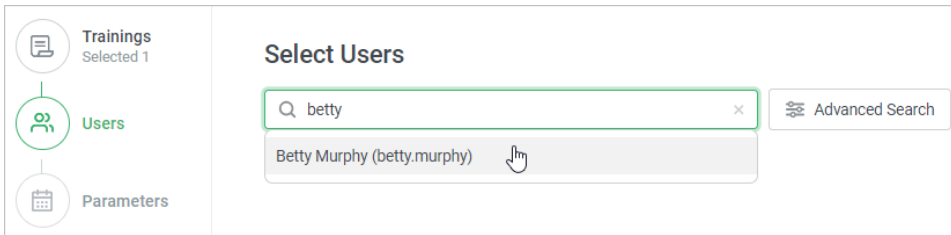
In the window that appears, specify learners who will be enrolled in the training, select a training session, and specify the access date.

- [Adding Users](#)
- [Parameters](#)

Adding Users

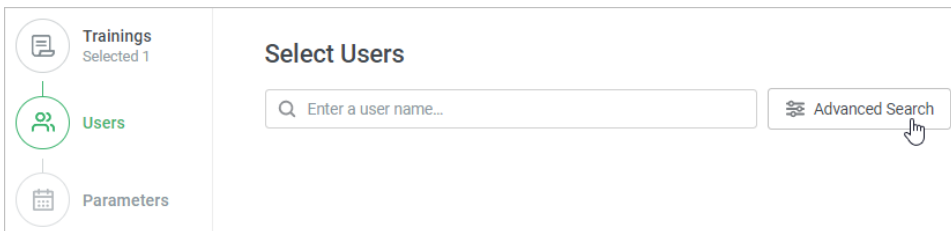
At the **Users** step, make up a list of learners who will be enrolled in the training.

1. Start entering the first name, last name, login, or email address. The system will suggest all existing matches. Left-click the name and the user will be added to the list.



The screenshot shows the 'Select Users' interface. On the left, there is a sidebar with three options: 'Trainings' (Selected 1), 'Users' (highlighted), and 'Parameters'. The main area is titled 'Select Users'. It features a search bar with the text 'betty' and a magnifying glass icon. To the right of the search bar is an 'Advanced Search' button. Below the search bar, a dropdown menu displays a suggestion: 'Betty Murphy (betty.murphy)' with a hand cursor pointing to it.

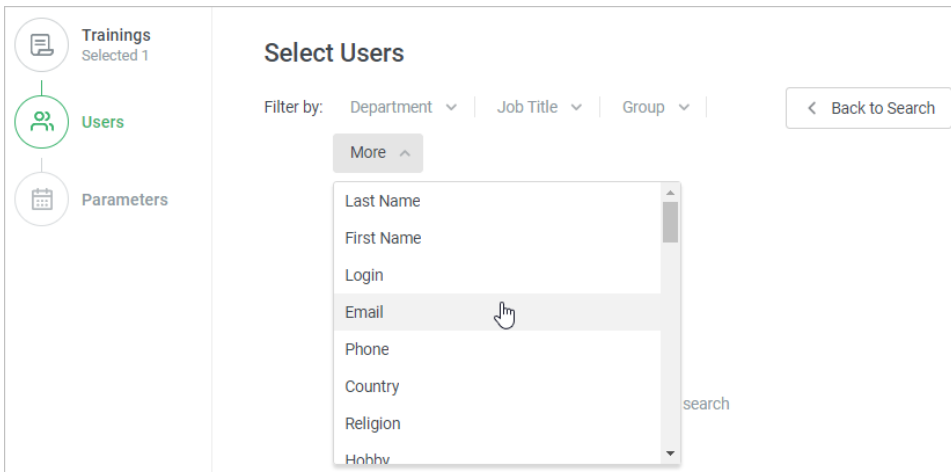
2. If you can't find a learner, use the **Advanced Search** option.



The screenshot shows the 'Select Users' interface. On the left, there is a sidebar with three options: 'Trainings' (Selected 1), 'Users' (highlighted), and 'Parameters'. The main area is titled 'Select Users'. It features a search bar with the placeholder text 'Enter a user name...'. To the right of the search bar is an 'Advanced Search' button with a magnifying glass icon. A hand cursor is pointing to the 'Advanced Search' button.

3. Here, the following filters are available:

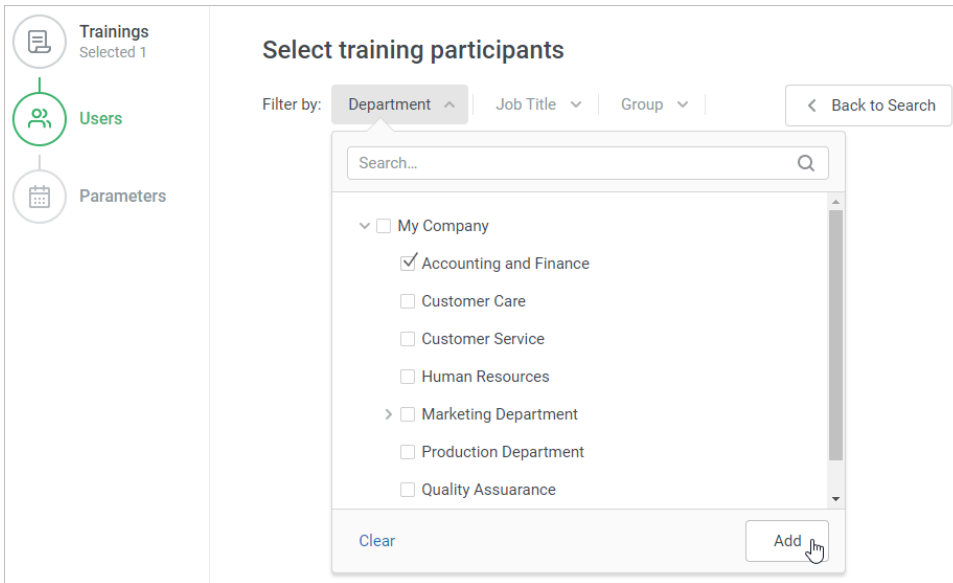
- Department (*Department Administrators* and users with a [custom role](#) will only see those departments they manage and their sub-departments)
- Job Title
- Group
- First Name
- Last Name
- Login
- Email
- Phone
- Country
- Other profile fields, including [custom](#) fields



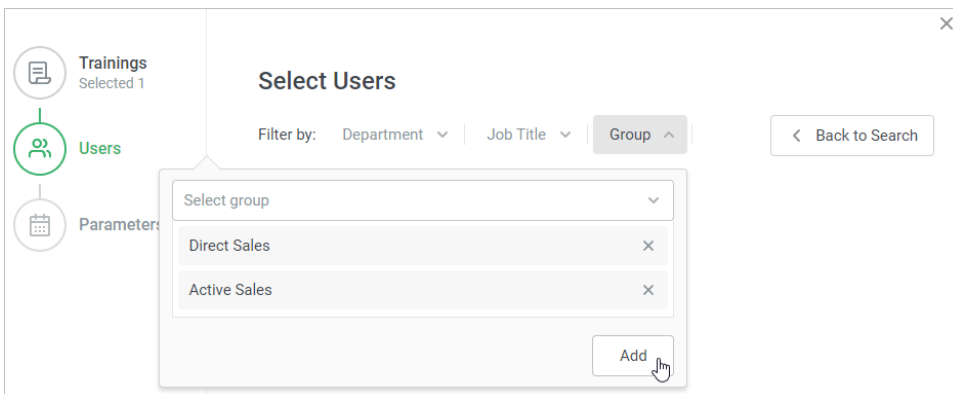
The screenshot shows the 'Select Users' interface. On the left, there is a sidebar with three options: 'Trainings' (Selected 1), 'Users' (highlighted), and 'Parameters'. The main area is titled 'Select Users'. It features a 'Filter by:' section with three dropdown menus: 'Department', 'Job Title', and 'Group'. To the right of these filters is a 'Back to Search' button. Below the filters, there is a 'More' button with an upward arrow. A dropdown menu is open, showing a list of filter options: 'Last Name', 'First Name', 'Login', 'Email', 'Phone', 'Country', 'Religion', and 'Hobby'. A hand cursor is pointing to the 'Email' option. A 'search' button is located at the bottom right of the dropdown menu.

4. Enroll one or more departments in a training. For example, enroll all users from the Sales department into the "14 Proven Marketing Strategies to Increase Sales" webinar.

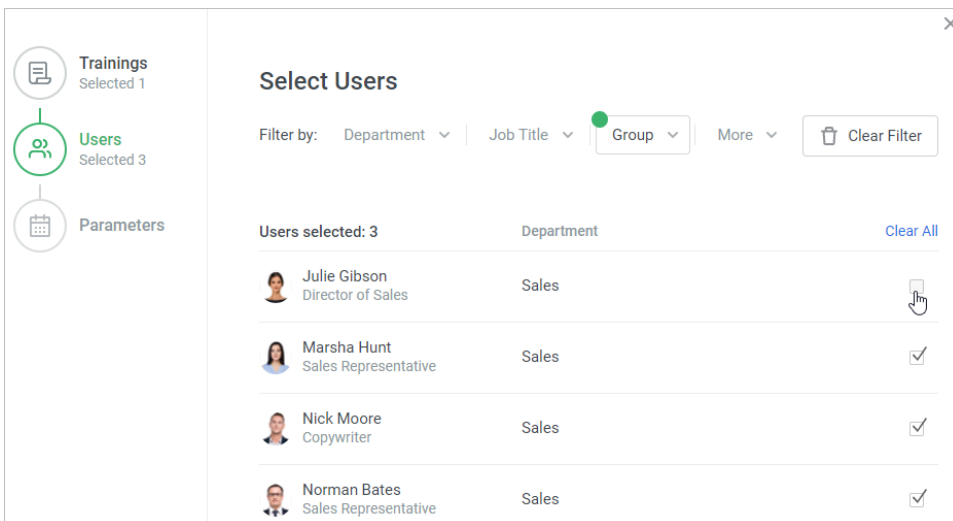
Department Administrators and users with a custom role will see only those departments they manage and their sub-departments in the **Department** menu.



5. You can also enroll one or more user groups into the training.
Filtering the other fields works in the same manner. Just filter the users by certain parameters and enroll them in the training.



6. To remove a user from the list, deselect their name. If you want to clear the list completely, click **Clear All**.



7. To proceed to the next step, click on the **Next** button or on **Parameters**.

Select Users

Filter by: Department | Job Title | Group | More | Clear Filter

Users selected: 3 Department Clear All

	Julie Gibson Director of Sales	Sales	<input type="checkbox"/>
	Marsha Hunt Sales Representative	Sales	<input checked="" type="checkbox"/>
	Nick Moore Copywriter	Sales	<input checked="" type="checkbox"/>
	Norman Bates Sales Representative	Sales	<input checked="" type="checkbox"/>

< Back Next >

Parameters

At this point, specify which session the users are enrolled in and when they get access to the training.

1. Specify when users will be able to see the training in the [My Trainings](#) section of the user portal and receive a notification about the enrollment.
2. Next, select the session in which you want to enroll the users.
3. Finally, click **Enroll**.

Enrollment Options

Access to the training: 12/29/2020 12:00 AM

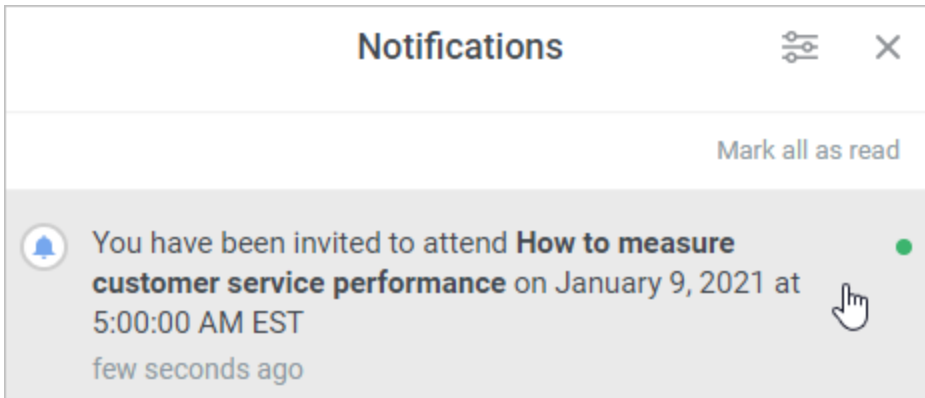
The participant will see the training in the learning portal and receive an invitation.

Training name Training date

How to measure customer service perf... Session 1
Jan 9, 2021, 5:00 AM

< Back Enroll

4. On the access date, all participants will receive a notification in their iSpring Learn account.



They will also receive invitation emails if their email addresses are specified in their profiles. If they wish, they can confirm their participation in the training and add a reminder to their Outlook calendar in the .ical format.

You have been enrolled in the "How to measure customer service performance" training.

Training format: Meeting

Date and time: Jan 9, 2021, 5:00 AM (GMT-05:00) Eastern Time (New York)

Duration: 1 hour

Organizer: Nick Moore

To confirm your attendance, follow this link:

<https://my.ispringlearn.com/training/da66b894-49b3-11eb-b78f-52e54ad8e70d/view>

Add a reminder to your Outlook calendar:

https://my.ispringlearn.com/training/session/da6849e8-49b3-11eb-b2b3-52e54ad8e70d/generate_ics_file?email=elena.chernova%40ispring.com



Notes:

1. You can enroll the same user in only one of the training [sessions](#).
2. You can enroll the same user in two different trainings, even though they take place at the same time.
3. *Department Administrators* and users with a [custom role](#) can enroll users **from the departments they manage and their sub-departments** in trainings.
4. Under the **Participants** tab, you will see only those participants who were invited to the training via the iSpring Learn interface.
5. In the [Reports](#) section, you will find statistics only on those participants **who were invited via iSpring Learn**. If a participant received an invitation to attend a training outside of iSpring Learn, having received a webinar link in a message or by email, for example, their participation will not be included in the reports.
6. Under the **Participants** tab, a person's enrollment in a training can be [edited](#) or [canceled](#). You can also edit a user or [sort participants by session](#).
7. The training enrollment can be [edited](#) or [canceled](#) under the **Enrolled Learning** tab on the **Edit user** page. You can add the user's [results](#) at the same place.