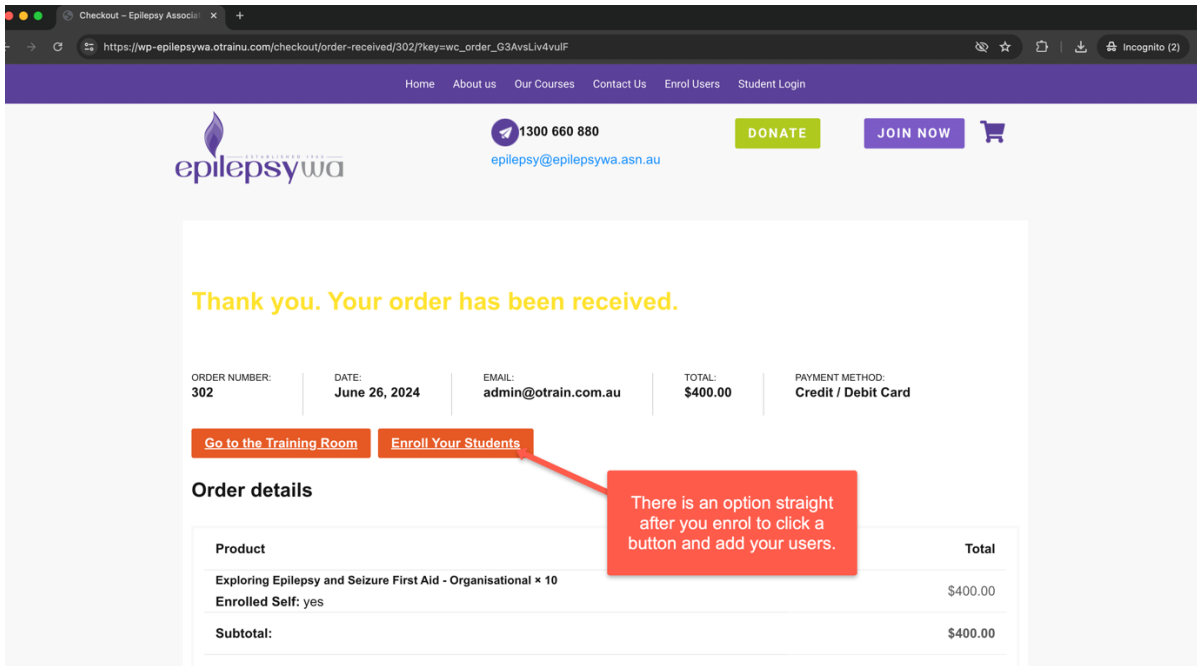
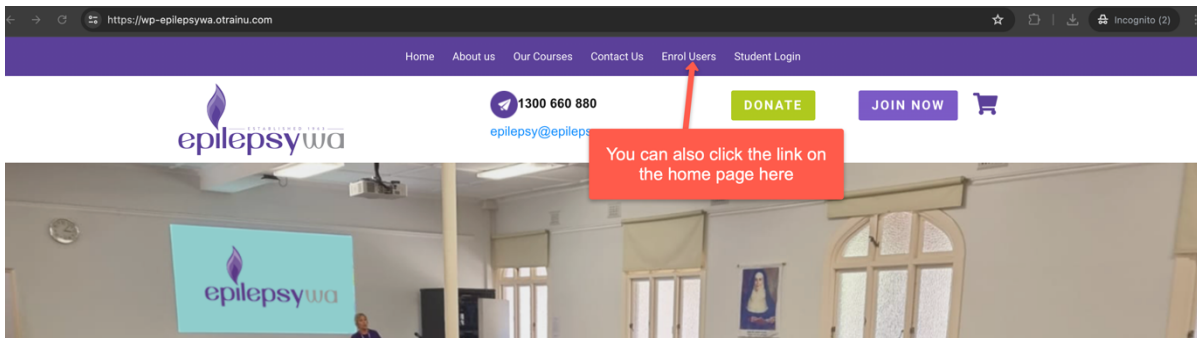


## How to enrol your users

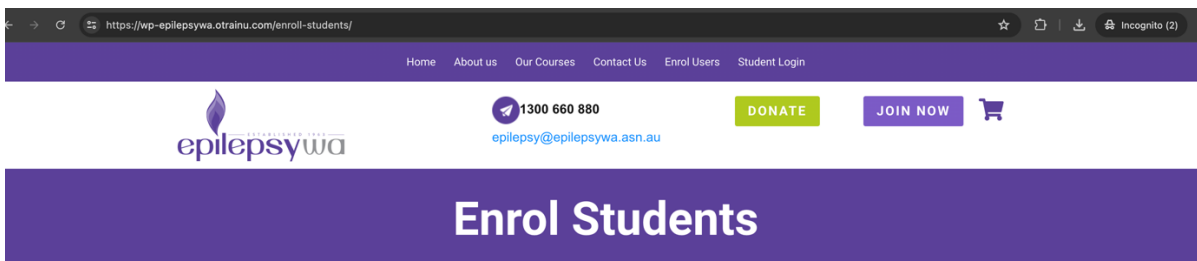
There is an option to add the users straight after purchase by clicking on the button that says Enrol Your Users



Otherwise click the link at the top of the webpage or login at <https://wp-epilepsywa.otrainu.com/enroll-students/>



Choose the course you want to enrol the users in from the dropdown box



You have 2 options here to enrol the users.

1. Click the add user button
  - a. Add their first name last name and email address
  - b. You can add another or click the enrol button to enrol the users.
  - c. The users will receive their login details via email.

The screenshot shows a web form for enrolling users. At the top, there is a dropdown menu for 'Select Product' set to 'Exploring Epilepsy and Seizure First Aid – Organisational (10)'. Below this, there is a section for 'Enrolled Users' which currently shows 'No Users Enrolled Yet'. A red box with an arrow points to this section with the text 'Enrolled users will show here'. Underneath, it says 'Number of Seats Available : 10'. The form has three input fields: 'Enter First Name : \*', 'Enter Last name : \*', and 'Enter E-mail ID : \*'. A red box with an arrow points to the 'Add New User' button with the text '1. Click add new user'. Another red box with an arrow points to the input fields with the text '2. Add the users details'. A third red box with an arrow points to the 'Enrol' button with the text '3. Click Enrol'. At the bottom right, there is a 'Browse' button and a 'Download Sample CSV' link.

2. You can upload the users via a CSV file
  - a. Click the upload button at the bottom of the page
  - b. Upload your csv file (there is an example of what the headings need to be for this file)

This screenshot shows the same web form as above, but with a CSV file uploaded. The file name 'upload\_users\_sample 22.csv' is visible in the upload area. A red box with an arrow points to the 'Upload CSV' button with the text 'Then click the upload Csv button'. Another red box with an arrow points to the 'Browse' button with the text 'Click Browse to upload your file.'. The 'Enrolled Users' section is still empty, and the 'Number of Seats Available' remains at 10.

- c. Then click the enrol button to enrol the users.
    - d. The users will receive their login details via email.

## Enrol Students

This screenshot shows the web form with the following details filled in: 'Enter First Name : \*' is 'Test', 'Enter Last name : \*' is 'User', and 'Enter E-mail ID : \*' is 'testuser@otrain.com.au'. A red box with an arrow points to the 'Enrolled Users' section with the text 'Users will appear here'. Another red box with an arrow points to the 'Enrol' button with the text 'Then click enrol if it is correct'. The 'Add New User' and 'Upload CSV' buttons are also visible at the bottom.

If you are having any issues, please click the 'Need Help' button at the bottom of the web page or email [support@otrain.com.au](mailto:support@otrain.com.au).