



Enrolling Others in a Course

For Learner Registration Admins Only

Enrolling Others in a Course

Learning Administrators can effortlessly enroll members into courses. This guide will walk you through how to enroll someone.

PROCESS

For Learner Registration Admins Only.

1. After you've accessed CUES Learning Portal, navigate to the "Course Admin Dashboard". This will show you all courses available as a Learning Admin. From here you can search for a course.

| Name | Last Activity | # of Enrollees | Completion Rate |
|--|---------------|----------------|-----------------|
| Leading Effective Meetings ryee9 | 02/07/2025 | 166 | In Progress 45% |
| Communicate Effectively z6q59 | 02/06/2025 | 426 | In Progress 44% |
| Directors Education Course 14 History of the Credit Union System 25dec-ahistory | 02/06/2025 | 0 | In Progress 0% |

2. Find the course you'd like to enroll others in and click on the title to launch the course.

| Name | Last Activity | # of Enrollees | Completion Rate |
|-------------------------------------|---------------|----------------|-----------------|
| Leading Effective Meetings ryee9 | 02/07/2025 | 166 | In Progress 45% |

Enrolling Others in a Course

PROCESS (cont.)

3. At the top right of the course outline page, click on the Admin Wrench Icon, then click on “User Management”.



4. You will now be redirected to the User Management page, from here you can enroll members into the course manually, or bulk using a csv file. To do this, click on “Manage Users” at the top right of the page and then click on your preferred method.

