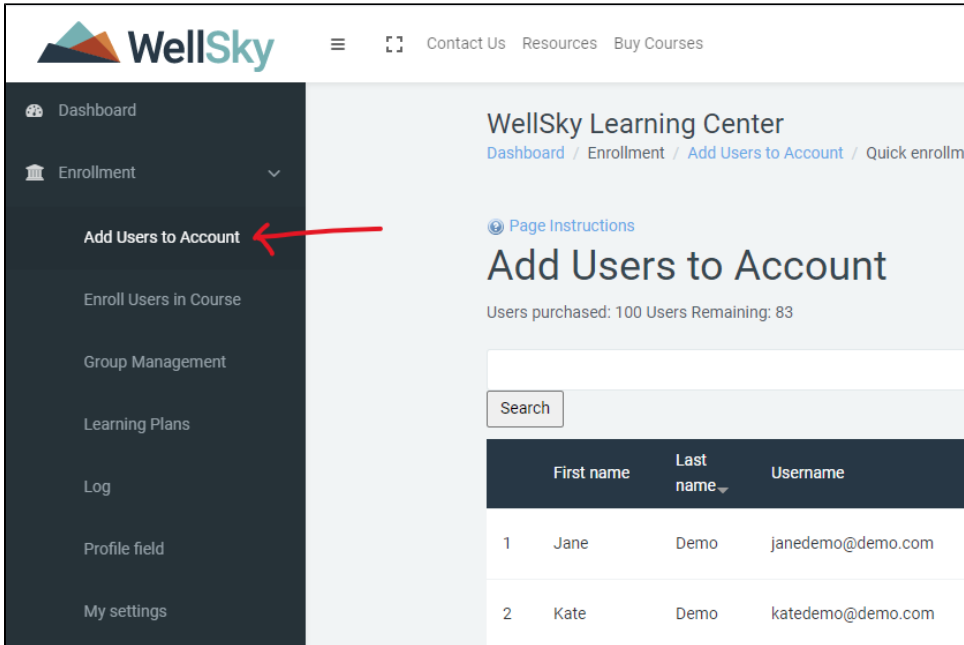


Enrollment Block: Activate Suspended User

Step-by-step guide

Under **Enrollment**

1. Click **Add Users to Account**



WellSky Learning Center
Dashboard / Enrollment / Add Users to Account / Quick enrollment

Page Instructions

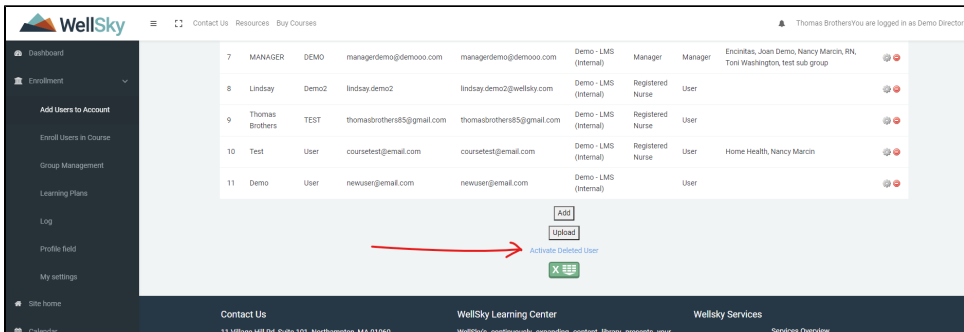
Add Users to Account

Users purchased: 100 Users Remaining: 83

Search

	First name	Last name	Username
1	Jane	Demo	janedemo@demo.com
2	Kate	Demo	katedemo@demo.com


2. Click **Activate Deleted User**

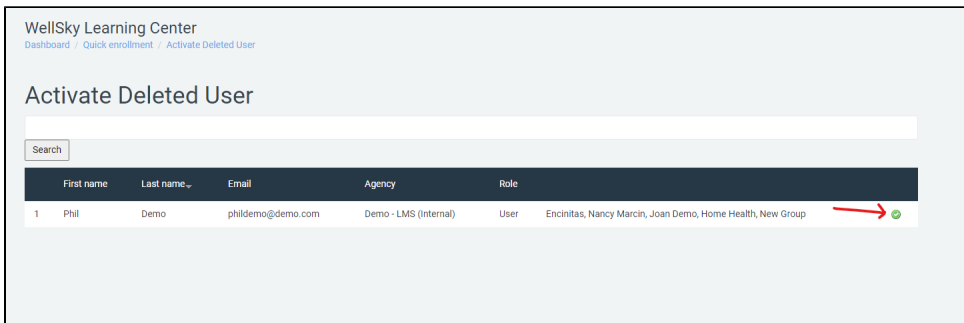


Thomas Brothers You are logged in as Demo Director

7	MANAGER	DEMO	managerdemo@demo.com	managerdemo@demo.com	Demo - LMS (Internal)	Manager	Manager	Enchitlas, Joan Demo, Nancy Marcin, RN, Tone Washington, test sub group	🔴🔴
8	Lindsay	Demo2	lindsaydemo2	lindsaydemo2@wellsky.com	Demo - LMS (Internal)	Registered Nurse	User		🔴🔴
9	Thomas Brothers	TEST	thomasbrothers85@gmail.com	thomasbrothers85@gmail.com	Demo - LMS (Internal)	Registered Nurse	User		🔴🔴
10	Test	User	coursestest@email.com	coursestest@email.com	Demo - LMS (Internal)	Registered Nurse	User	Home Health, Nancy Marcin	🔴🔴
11	Demo	User	newuser@email.com	newuser@email.com	Demo - LMS (Internal)	User			🔴🔴

ADD
Upload
Activate Deleted User
X

3. Click the  icon to activate deleted / suspended user account.



WellSky Learning Center
Dashboard / Quick enrollment / Activate Deleted User

Activate Deleted User

Search

	First name	Last name	Email	Agency	Role	
1	Phil	Demo	phildemo@demo.com	Demo - LMS (Internal)	User	Enchitlas, Nancy Marcin, Joan Demo, Home Health, New Group 