Enrollment Block: Add Users to Account

Step-by-step guide

Under Enrollment

1. Click Add Users to Account



2. Click the Add Button

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80			7	MANAGER	DEMO	managerdemo@demooo.com	managerdemo@demooo.com	Demo - LMS (Internal)	Manager	Manager	Encinitas, Joan Demo, Nancy M Toni Washington, test sub group	
1		~	8	Lindsay	Demo2	lindsay.demo2	lindsay.demo2@wellsky.com	Demo - LMS (Internal)	Registered Nurse	User		
	Add Users to Account		9	Thomas Brothers	TEST	thomasbrothers85@gmail.com	thomasbrothers85@gmail.com	Demo - LMS (Internal)	Registered Nurse	User		
	Enroli Users in Course		10	Test	User	coursetest@email.com	coursetest@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		
Profile field Activate Deleted User												
							X					

3. Enter the require fields (User's Email, Full Name, User Type) The user's email address will also be their username.

4. Click Create Account Button

An automatic email will be sent to the email address provided with the user's login credentials. If The user never receives the email their login credentials by default will be:

username: email address provided

password: password (user will be asked to update password upon logging in)