

How to Deactivate User Account

- 1) Click **Enrollment**
- 2) Click **Add Users to Account**
- 3) Click **Delete icon**
- 4) Click OK

- 1) Click Enrollment
- 2) Click Add Users to Account

WellSky

Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Elizabeth MacLeodYou are logged in as Jerry Seinfeld

Dashboard **Take a Tour** Jerry Seinfeld Customize this page

Enrollment ←

Add Users to Account ←

Enroll Users in Course

Group Management

Learning Plans

Log

Site home

Calendar

Private files

My courses

Welcome, Jerry. This is your Dashboard. Start here to view your courses, see your clinicians' completion reports, or get started enrolling users.

My Courses My Certificates Reports + Add A Course

Course overview

▼ All (except removed from view) Course name List

Course Name	Due:	Grade:	Progress
Corridor Proprietary Courses CE - Elder Abuse: Assessment of the Patient in Home Care	12/15/2024	-	99% Complete
SERENITY NOW Home Health and Hospice SERNO - December 2025 Webinar	-	100.0 %	
SERENITY NOW Home Health and Hospice SERNO - New Hire Onboarding Checklist	-	-	
SERENITY NOW Home Health and Hospice Shell 01 - Serenity Now	-	-	

Recently accessed courses

SERENITY NOW Home Health and Hospice
SERNO - December 2025 Webinar

- 3) Click Delete icon

WellSky

Free Resources Course Updates Self-Help Guides WellSky Learning Center Store

Elizabeth MacLeodYou are logged in as Jerry Seinfeld

Dashboard Enrollment + Site home Calendar Private files My courses

WellSky Learning Center

Dashboard / Enrollment / Add Users to Account / Quick enrollment / Add Users to Account

Page Instructions

Add Users to Account

Users purchased: 30 Users Remaining: 1

Search

1 2 ➤

	First name	Last name	Username	Email	Agency	Position	Role	Group	
1	Alton	Benes	alton.benes@serenitynow.org	alton.benes@serenitynow.org	SERENITY NOW Home Health and Hospice	Aide	Manager	SERENITY NOW Home Health and Hospice - Lenexa, KS, SERENITY NOW Home Health and Hospice - Overland Park, KS	
2	Elaine	Benes	laurelstith@gmail.com	laurelstith@gmail.com	SERENITY NOW Home Health and Hospice	COTA	User		
3	Ruthie	Cohen	ruthie.cohen@serenitynow.org	ruthie.cohen@serenitynow.org	SERENITY NOW Home Health and Hospice	Aide	User	Clinical, SERENITY NOW Home Health and Hospice - Lenexa, KS	
4	Estelle	Costanza	estelle.costanza@serenitynow.org	estelle.costanza@serenitynow.org	SERENITY NOW Home Health and Hospice	Office Staff	User	Clinical, SERENITY NOW Home Health and Hospice - Lenexa, KS	

4) Click OK

The screenshot shows the WellSky Learning Center interface. At the top, a navigation bar includes the WellSky logo, a menu icon, and links for Free Resources, Course Updates, and Self-Help Guides. A user notification in the top right corner states "Elizabeth MacLeod You are logged in as Jerry Seinfeld". The main content area is titled "WellSky Learning Center" and "Add Users to Account". Below the title, it indicates "Users purchased: 30 Users Remaining: 1". A search bar is present, and a pagination control shows page 1 of 2. A table lists four users with columns for First name, Last name, Username, Email, Agency, Position, Role, and Group. A confirmation dialog box is overlaid on the table, asking "learning.wellsky.com says Do you want to suspend user?" with "OK" and "Cancel" buttons. A blue arrow points to the "OK" button.

	First name	Last name	Username	Email	Agency	Position	Role	Group
1	Alton	Benes	alton.benes@serenitynow.org	alton.benes@serenitynow.org	SERENITY NOW Home Health and Hospice	Aide	Manager	SERENITY NOW Home Health and Hospice - Lenexa, KS, SERENITY NOW Home Health and Hospice - Overland Park, KS
2	Elaine	Benes	laurelstth@gmail.com	laurelstth@gmail.com	SERENITY NOW Home Health and Hospice	COTA	User	
3	Ruthie	Cohen	ruthie.cohen@serenitynow.org	ruthie.cohen@serenitynow.org	SERENITY NOW Home Health and Hospice	Aide	User	Clinical, SERENITY NOW Home Health and Hospice - Lenexa, KS
4	Estelle	Costanza	estelle.costanza@serenitynow.org	estelle.costanza@serenitynow.org	SERENITY NOW Home Health and Hospice	Office Staff	User	Clinical, SERENITY NOW Home Health and Hospice - Lenexa, KS