Bulk Upload and Course Assignment

| ⚠	**Before You Begin** Make sure you've purchased courses on behalf of your users and that your account is set up with administrator access for your company.

Bulk Upload of Customers

Step: 1	In the top-right corner, select **My Account**.
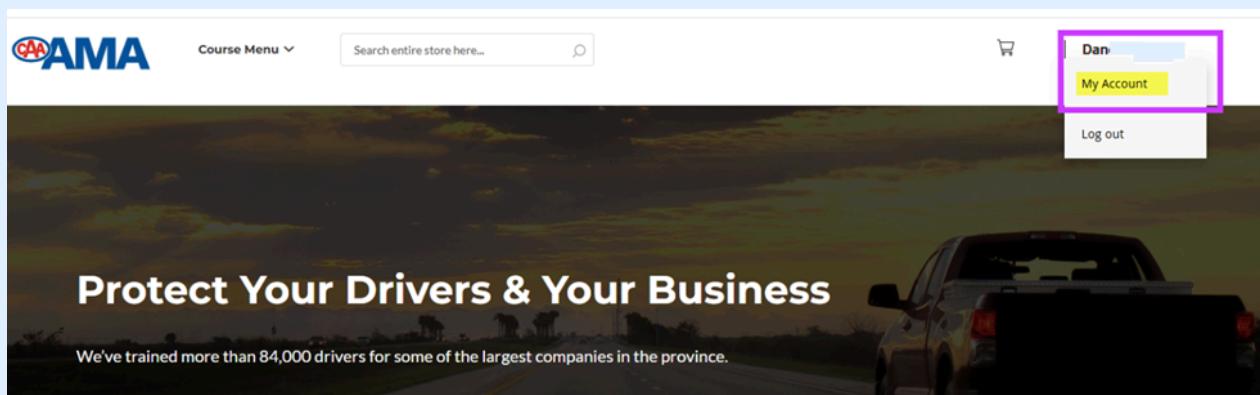
Step: 2	From the side panel, select **List of Customers** to open the customer management page.
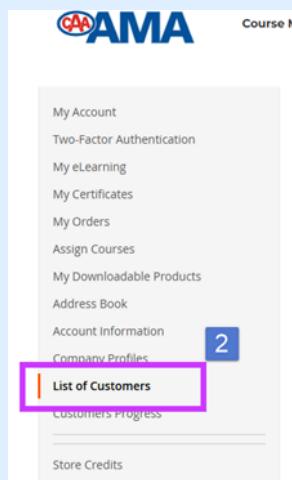
Step: 3

Beneath the drop-down menu, select the **Upload Customers** link.

Step: 4
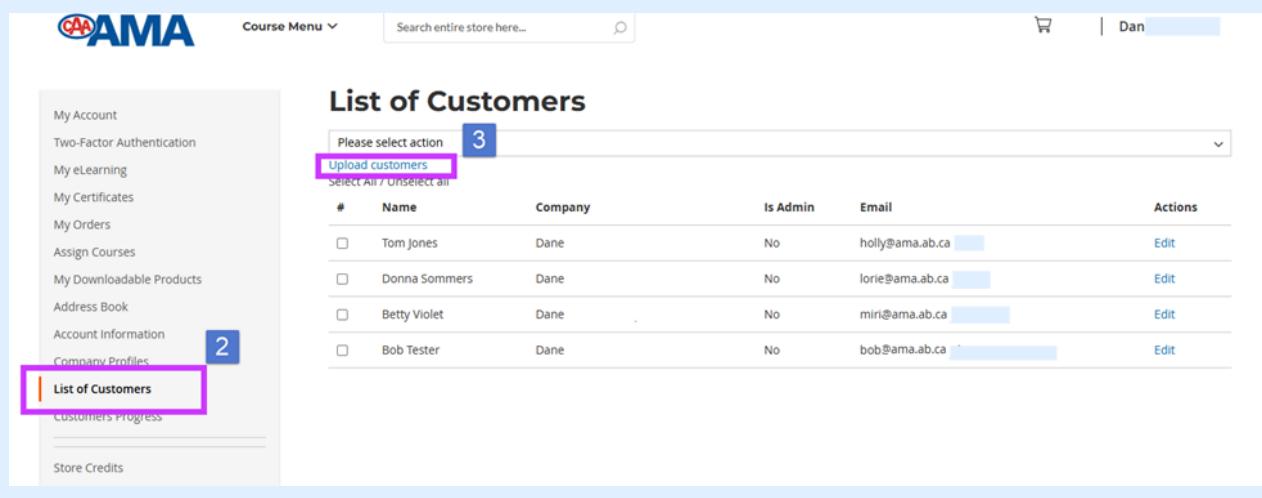
Select **Download Sample File** to obtain the correct CSV format. Fill in your employees' information using this template.
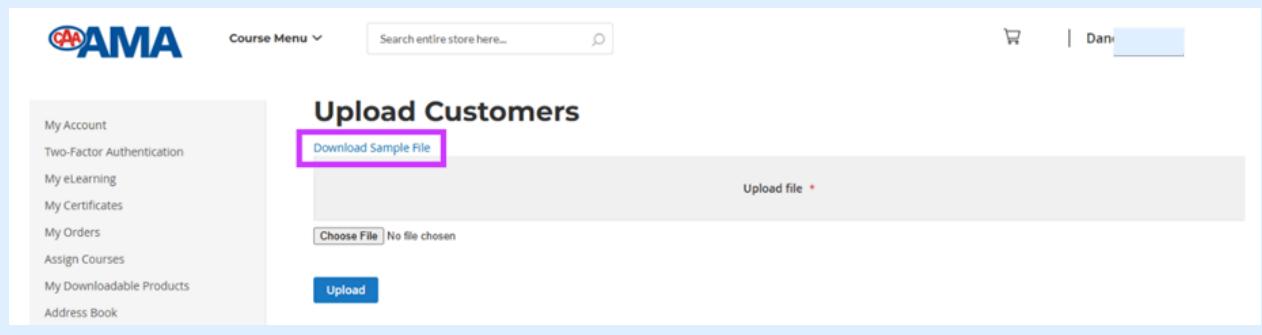
CVS Example

E.g.

	A	B	C	D
1	firstname	lastname	email	company_name
2	Dan	Test1	102025@gmail.com	Dane
3	Dan	Test2	0102025@gmail.com	Dane
4	Dan	Test3	00102025@gmail.com	Dane
5				

Step: 5

Select **Choose File** to upload your completed CSV, then select **Upload**.

Step: 6	When the confirmation pop-up appears, select **OK** to return to the **List of Customers** page, now updated with your new entries.
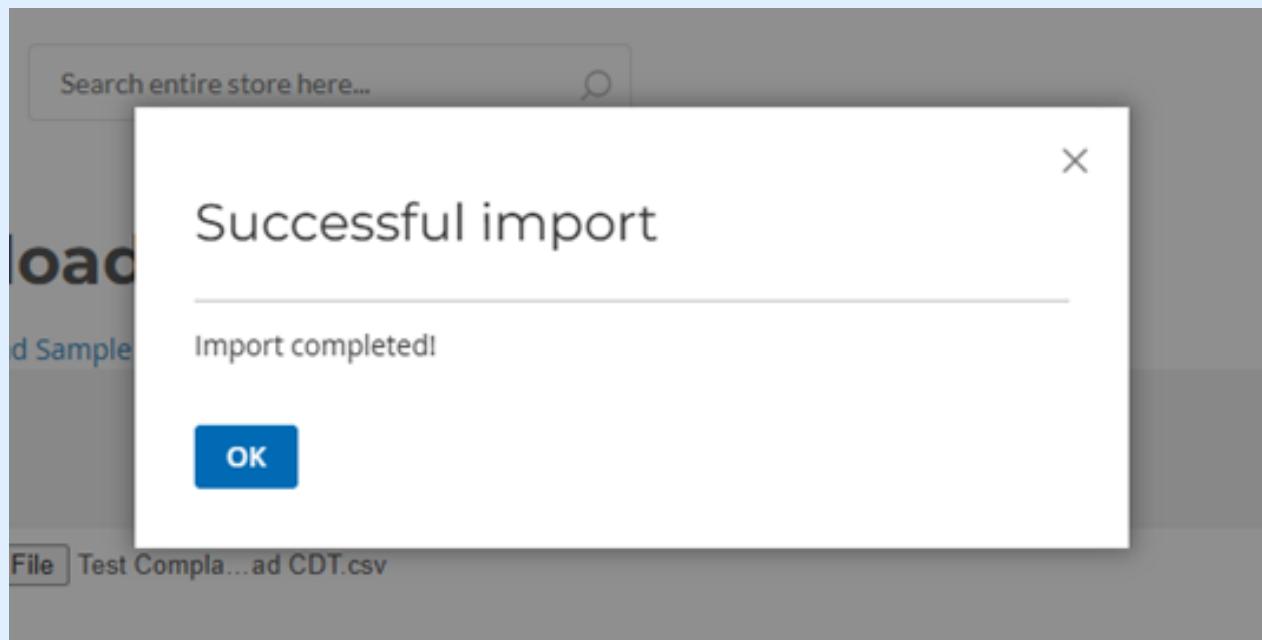
Assigning Courses to Users

Step: 1	Select **Assign Courses**.

Step: 2   From the drop-down menu, select the course(s) you wish to assign.

Note

Ensure seats are available, this confirms you've purchased the course on behalf of users.

Step: 3   Then select the **Student, Program** and **Pick up location.**
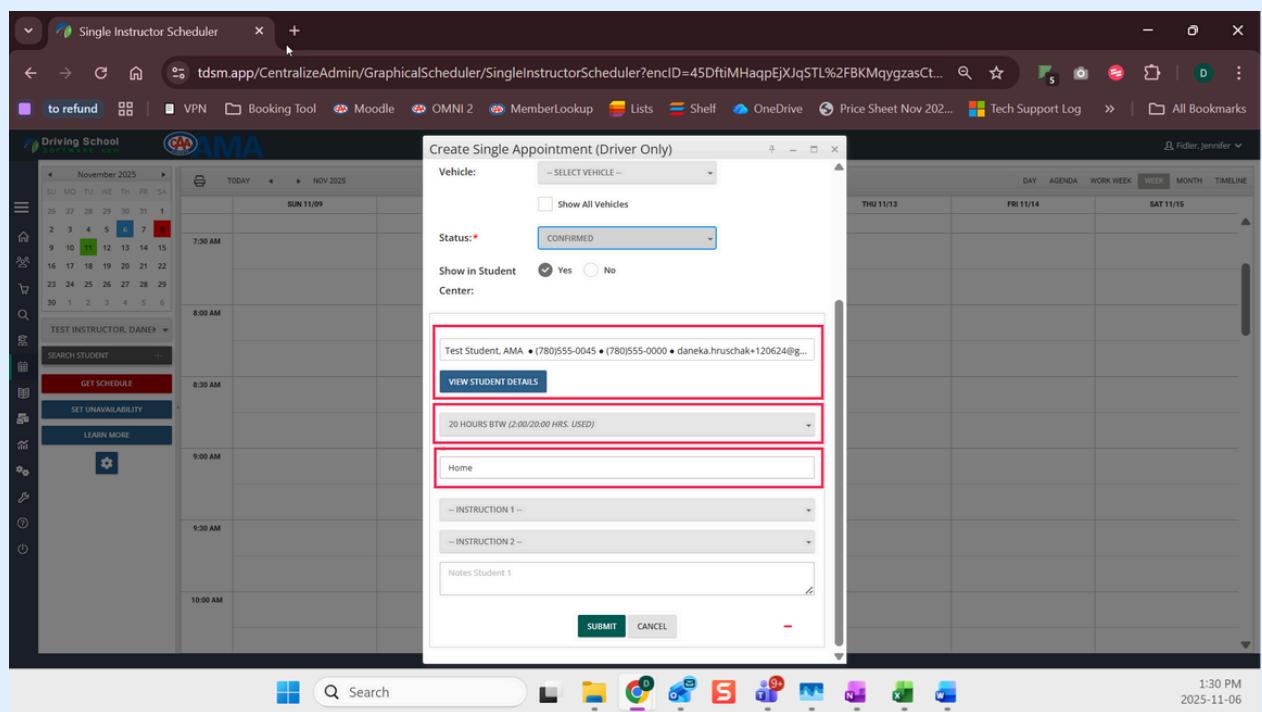
Select the **Company** from which you want to choose enrollees.

Step: 4
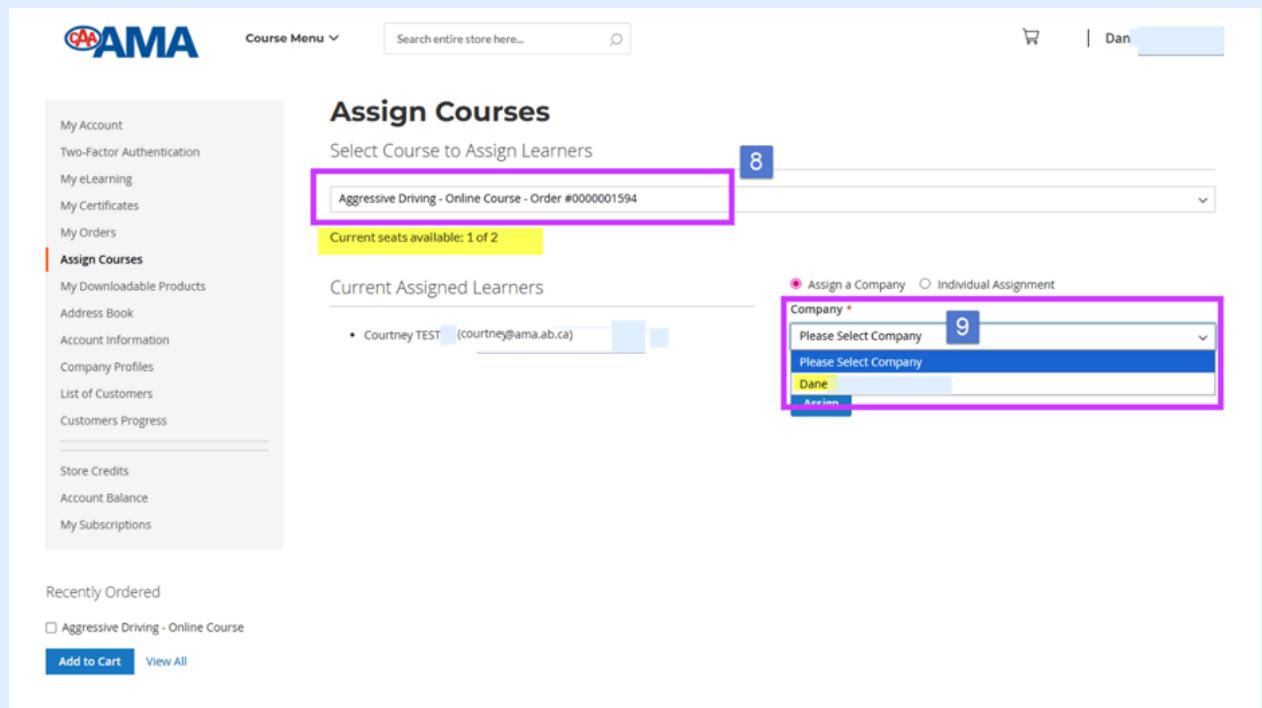
Step: 5   Select the **User(s)** to be assigned to the course.

Select **Assign** to complete the enrollment.

Step: 6

Success

A confirmation message will appear once the employee has been successfully enrolled.