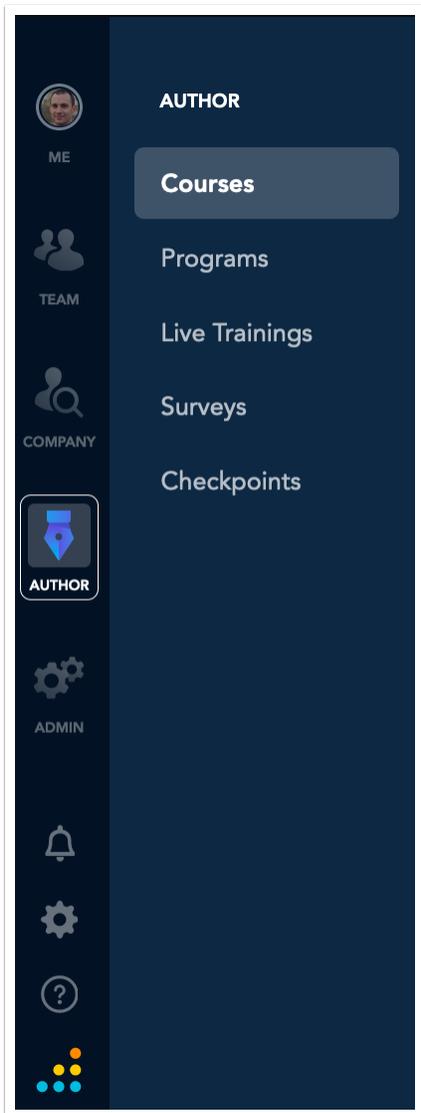![SafetyNow logo]

This "How-To" PDF Guide will assist you in learning to enroll users in a course on the SafetyNow LMS eLearning platform, supported by Bridge & Bongarde/SafetyNow, in partnership with Texas Mutual Insurance. To view the full How-To video, please visit [**https://texasmutualstg.wpengine.com/texas-mutual-help/**].
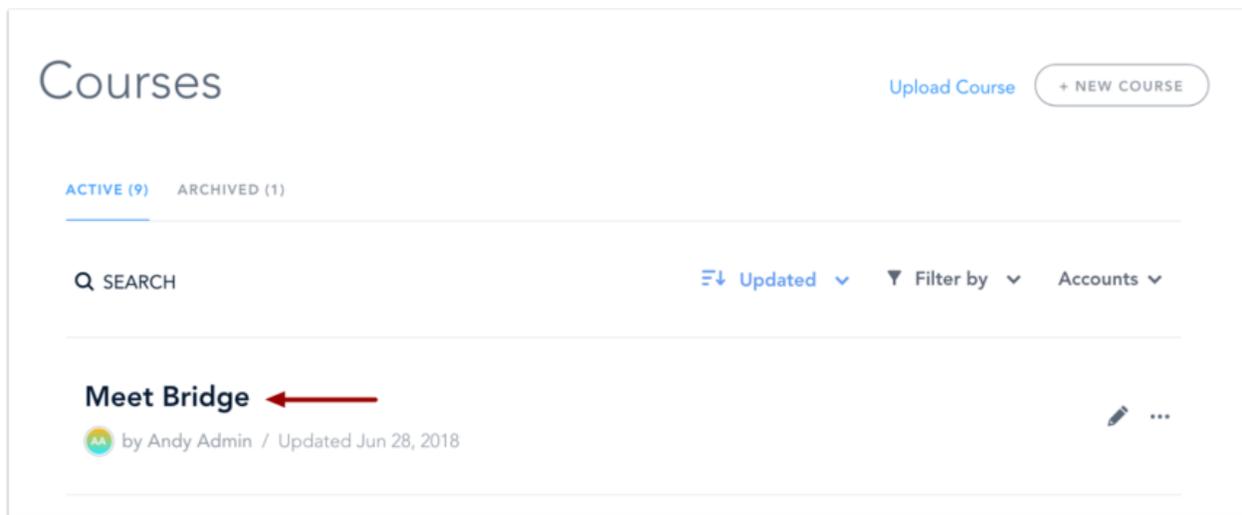
Open Author Menu

In the Global Navigation menu, click the **Author** icon. Then, click the **Courses** menu option.
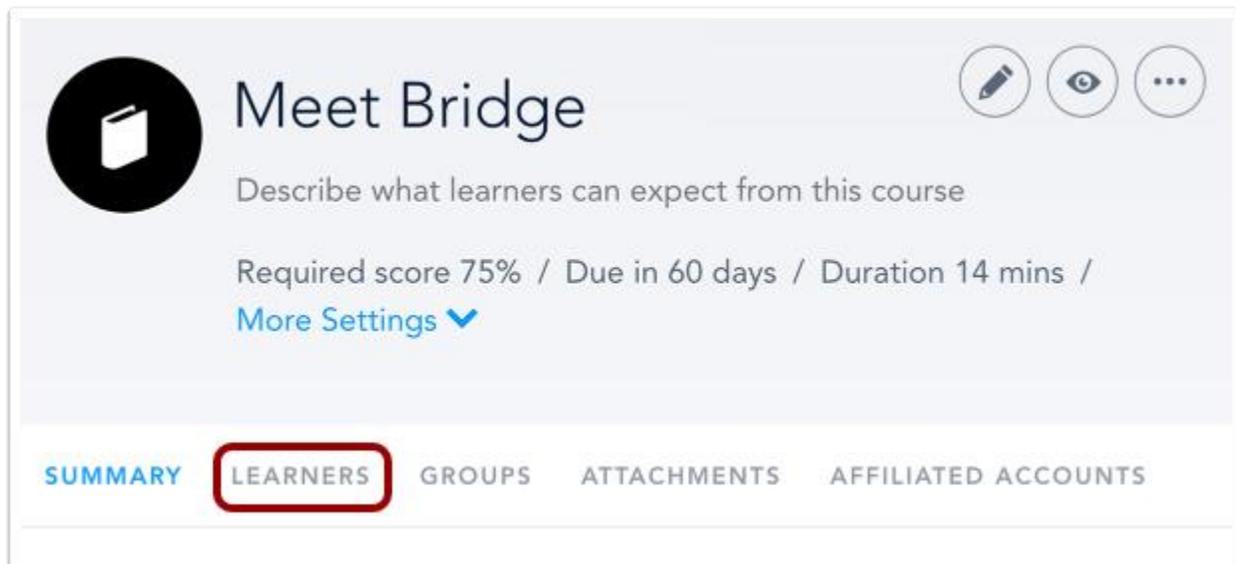
Note: The Global Navigation menu may differ depending on what is enabled in your account.
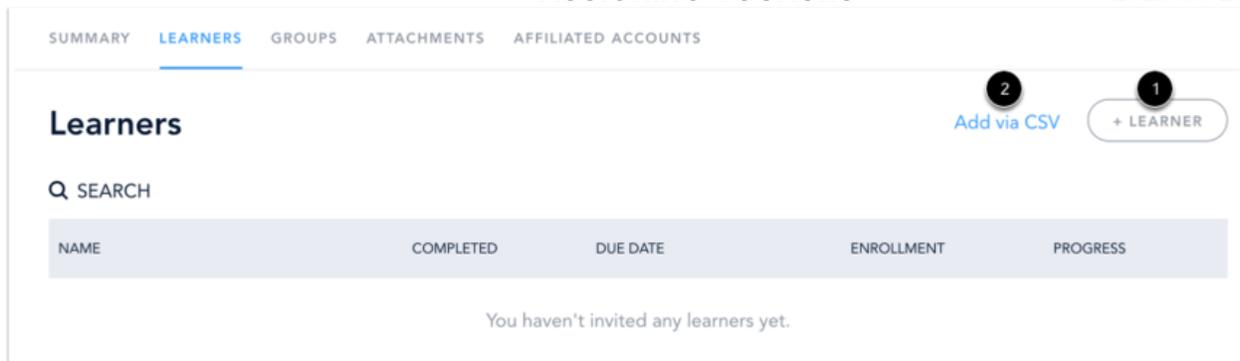
![SafetyNow]

Open Course

In the Courses page, click the name of a course.

Open Users

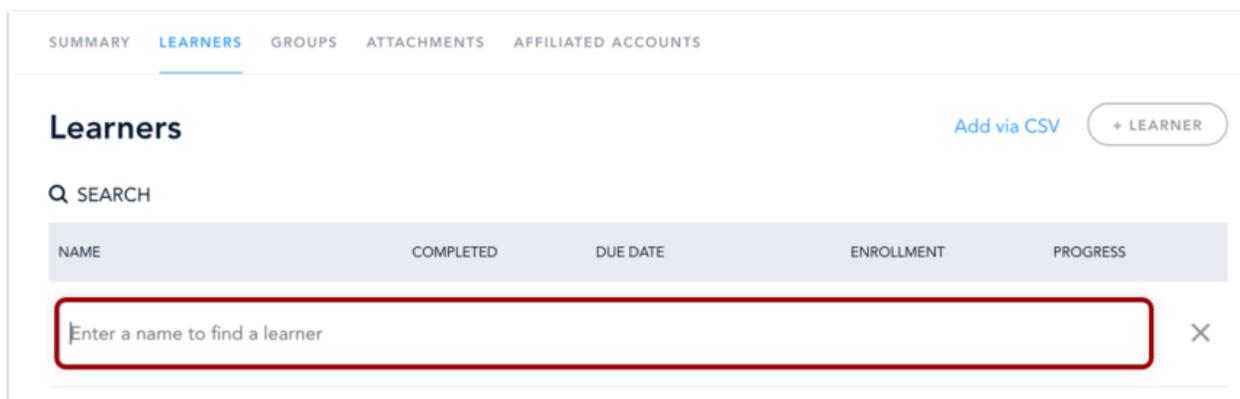In the course details page, click the **Learners** tab.
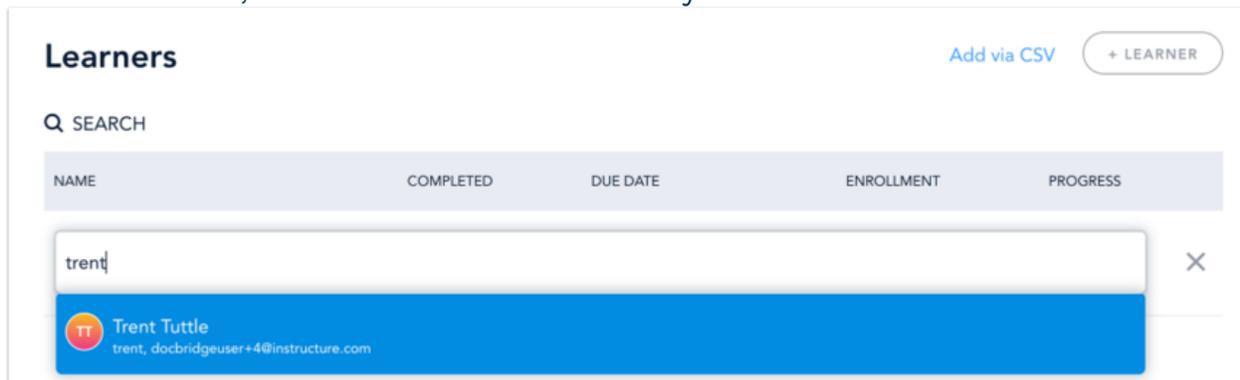
Add User

Click the **Add Learner** button [1]. To add multiple users via CSV file, click the **Add via CSV** link [2].

Note: If your course is published, adding users to your course immediately sends a course email invitation to all users.

Find User

In the text field, enter the name of a user in your account.

Click the name when it appears.

Note: You will be notified if a user is already enrolled in the course through a program. If the user has not yet reached the course in the program, you can

choose to enroll the user immediately and the course will appear in the user's My Learning page.
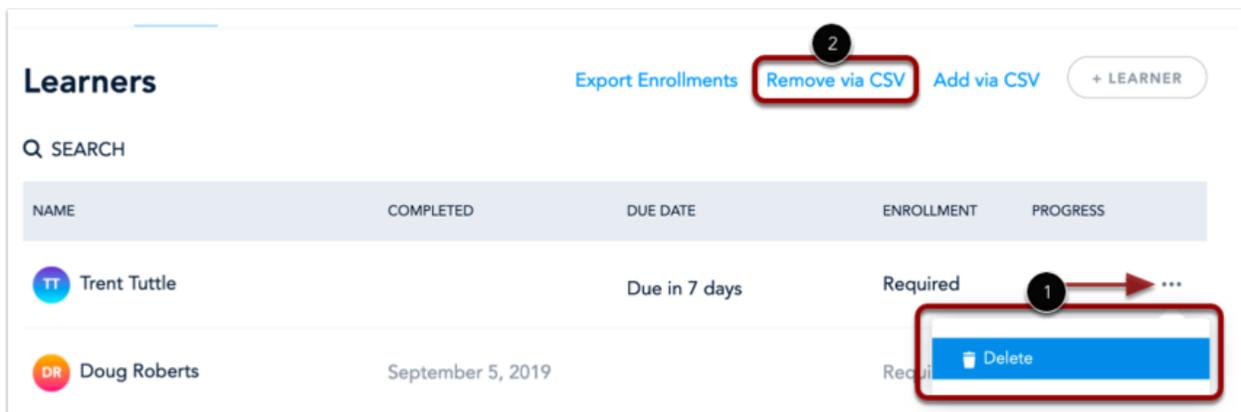
View User

View the user in your course.

Remove User

To remove a user, locate the user and click the three dots to the right which drops down the "Delete" option [1]. To remove multiple users via CSV file, click the **Remove via CSV** link [2].

Note: If the course is part of a program, removing users with a CSV file from the course will only remove user enrollments that were directly enrolled in the course.

Confirm Deletion

To confirm, click the **Delete** link.

Re-enroll a User

To manually re-enroll a user into the course; locate the user and click on the three dots to the right and then select **Re-enroll**.