

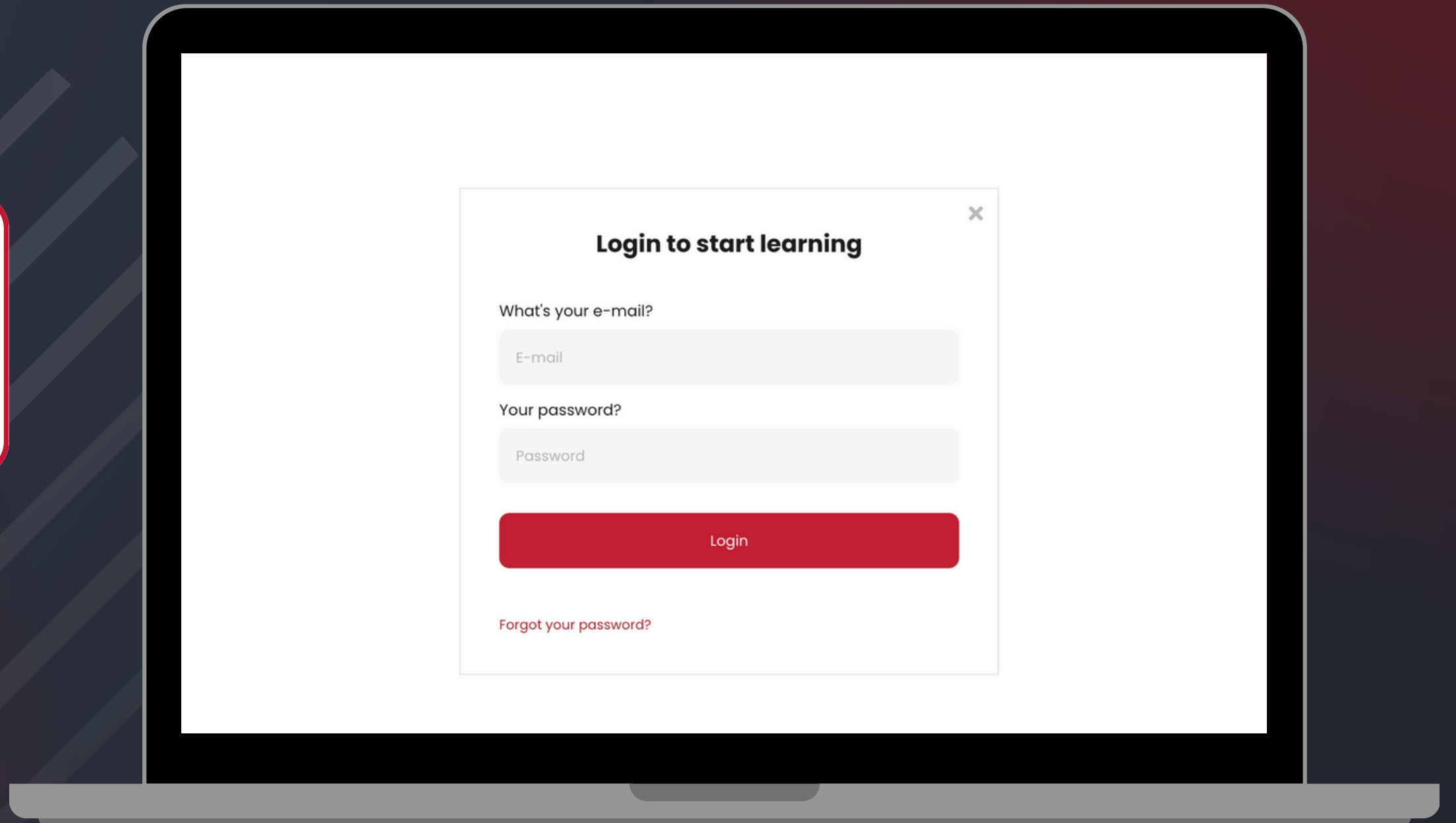
HOW TO GUIDE

How to Add a New User in Academize



Step 1

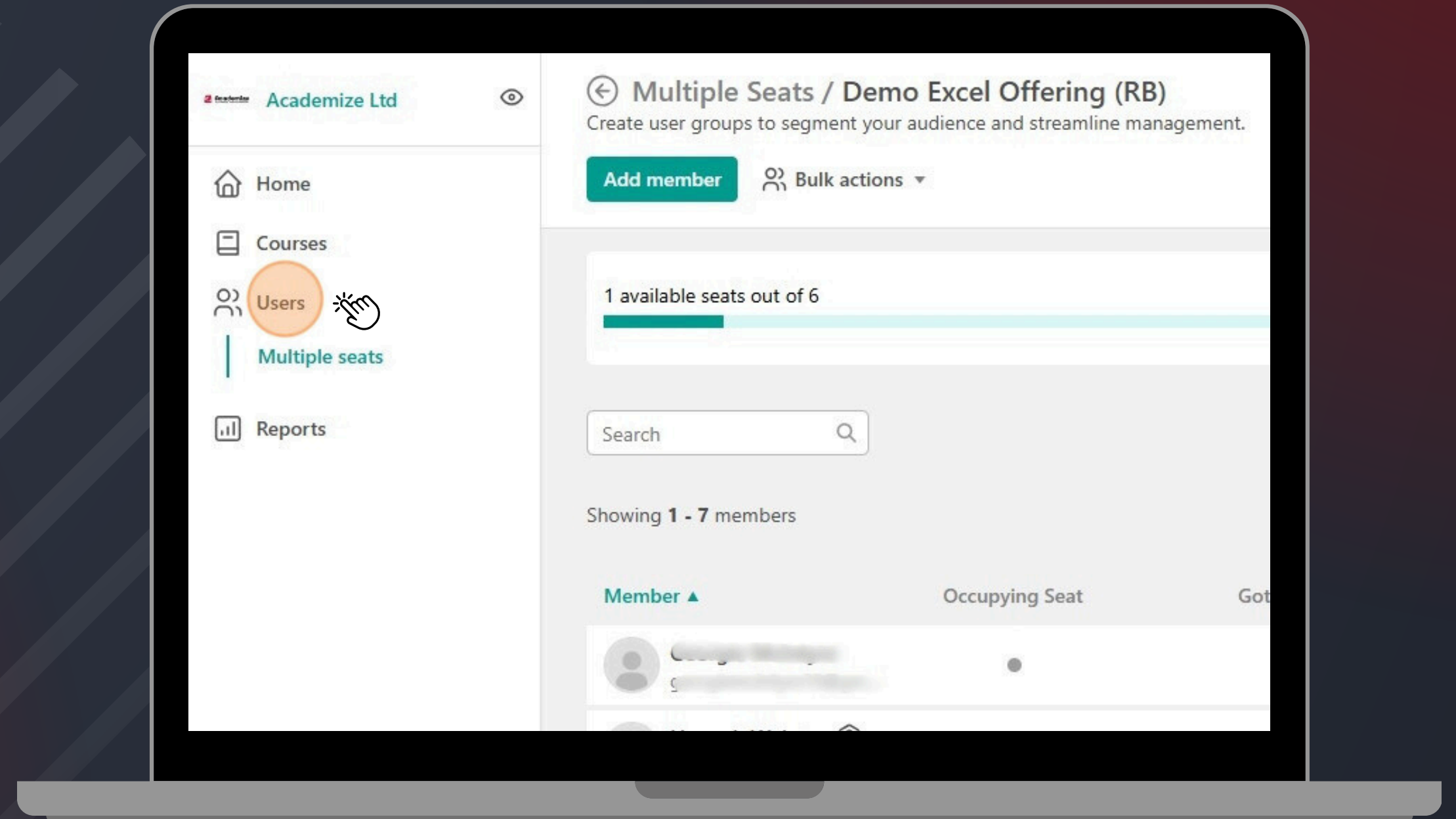
Navigate and Login to
academize.co.uk





Step 2

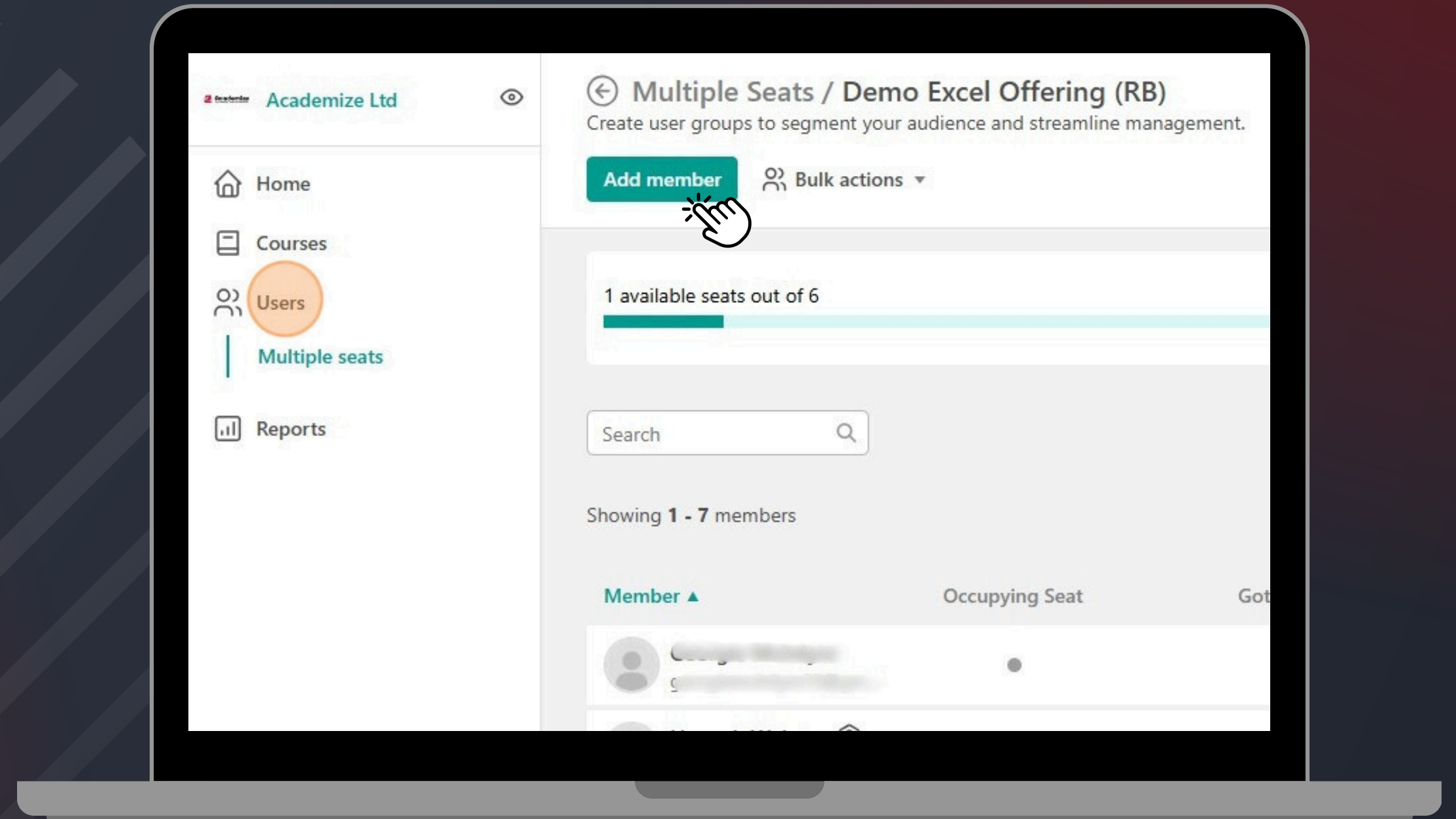
Click "Users"





Step 3

Click "Add member"





Step 4

Add the Candidate's Name

/ Demo Excel Offering (RB)
ment your audience and streamline manager

bulk actions ▾

6

Q

Occupying Seat

yre
9@gm...

Add user

User details
Provide the user's username and email address.

Invitation email
An email will be sent to the user, inviting them to create a password to access your school.

Occupy a seat
Select whether the user will occupy a seat.

Select courses
Select one or more courses to enroll the user in.

USERNAME
|

EMAIL
|

☐ Add user to seat

Select a course



Step 5

Add the Candidate's
Email Address

ts / Demo Excel Offering (RB)
segment your audience and streamline management

Bulk actions ▾

of 6

Search

Occupying Seat

ntyre
e19@gm...

Add user

User details
Provide the user's username and email address.

Invitation email
An email will be sent to the user, inviting them to create a password to access your school.

Occupy a seat
Select whether the user will occupy a seat.

Select courses
Select one or more courses to enroll the user in.

USERNAME
sarah smith

EMAIL
[Hand icon]

☐ Add user to seat

Select a course



Step 6

Select and tick
'Add user to seat'

ats / Demo Excel Offering (RB)
segment your audience and streamline management

Bulk actions ▾

of 6

Search

ntyre
re19@gm...

Occupying Seat

Add user

User details
Provide the user's username and email address.

Invitation email
An email will be sent to the user, inviting them to create a password to access your school.

Occupy a seat
Select whether the user will occupy a seat.

Select courses
Select one or more courses to enroll the user in.

USERNAME
sarah smith

EMAIL

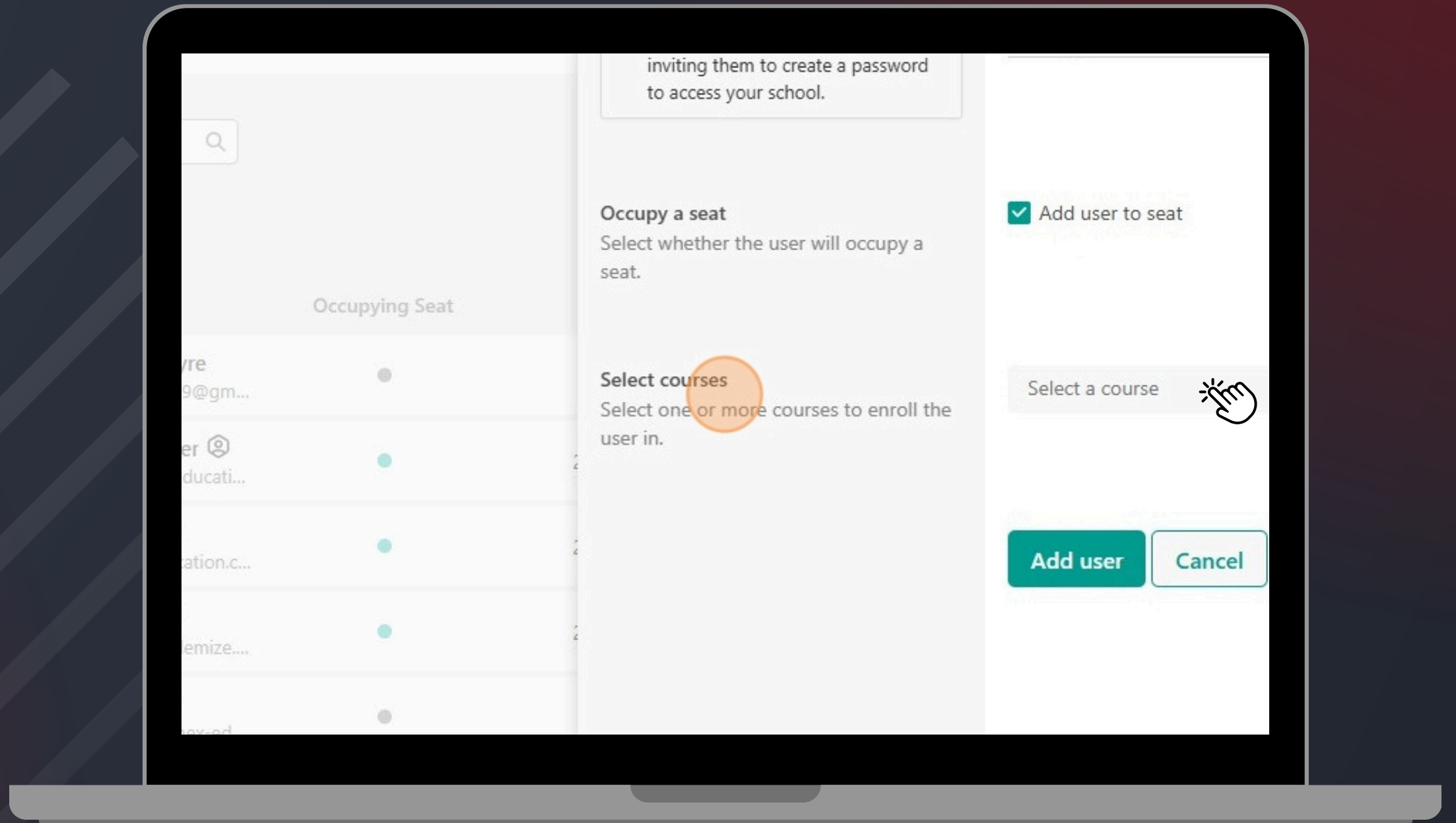
☐ Add user to seat

Select a course



Step 7

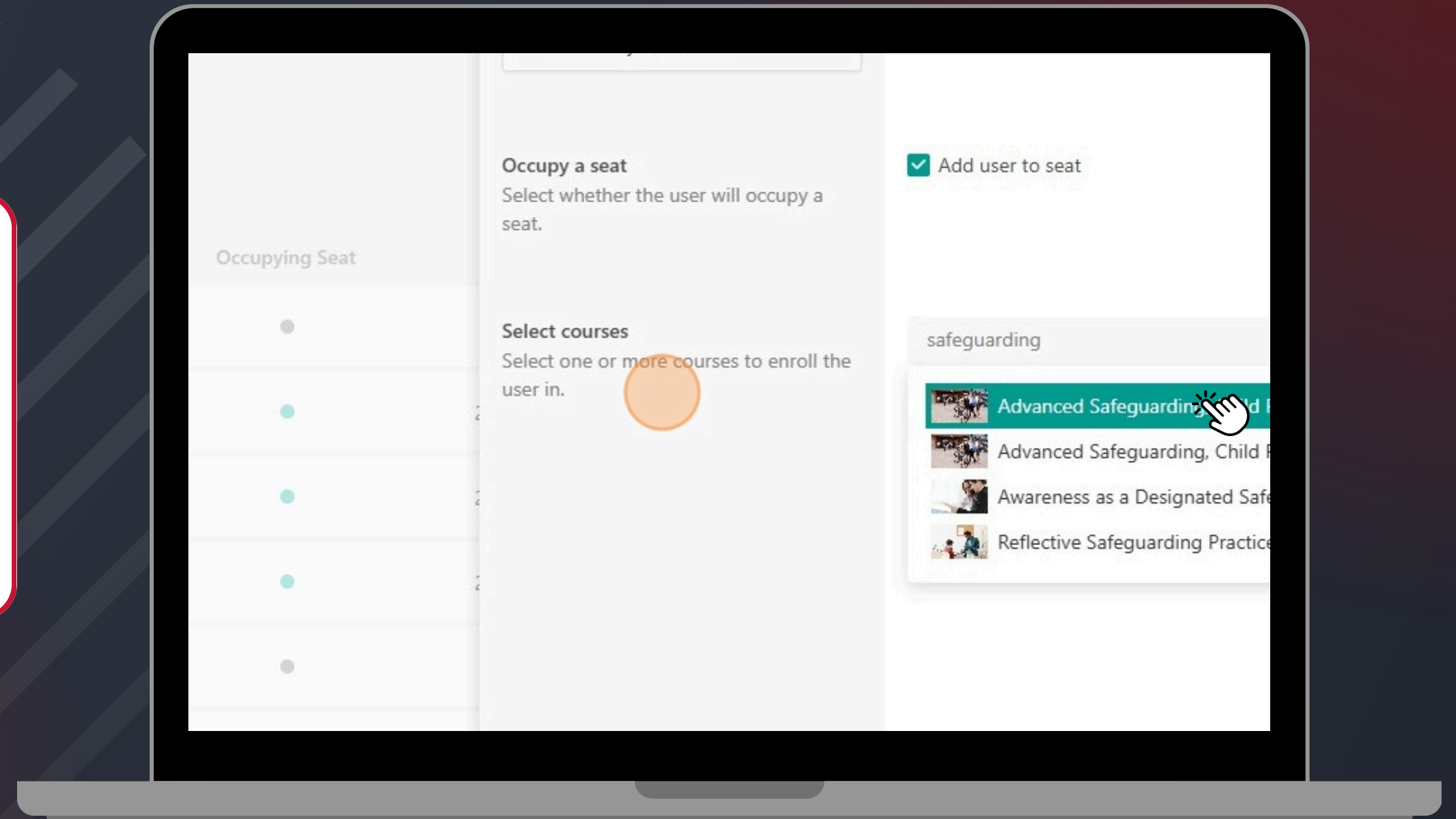
Click the "Select a course" field.





Step 8

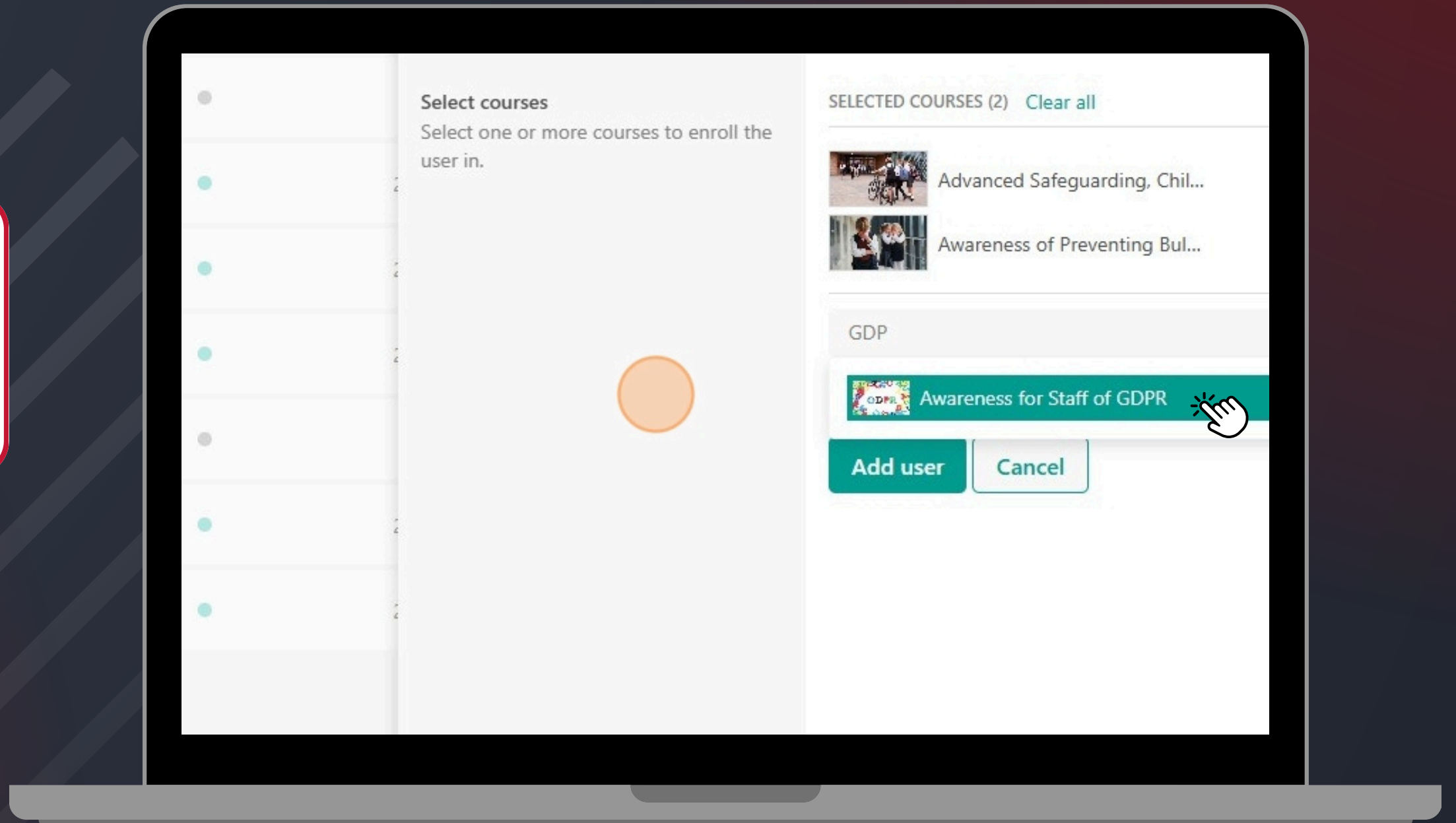
Type in the mandatory courses you would like the Candidate to complete. Click "Advanced Safeguarding, Child Protection and Prevent" "GDPR" etc





Step 9

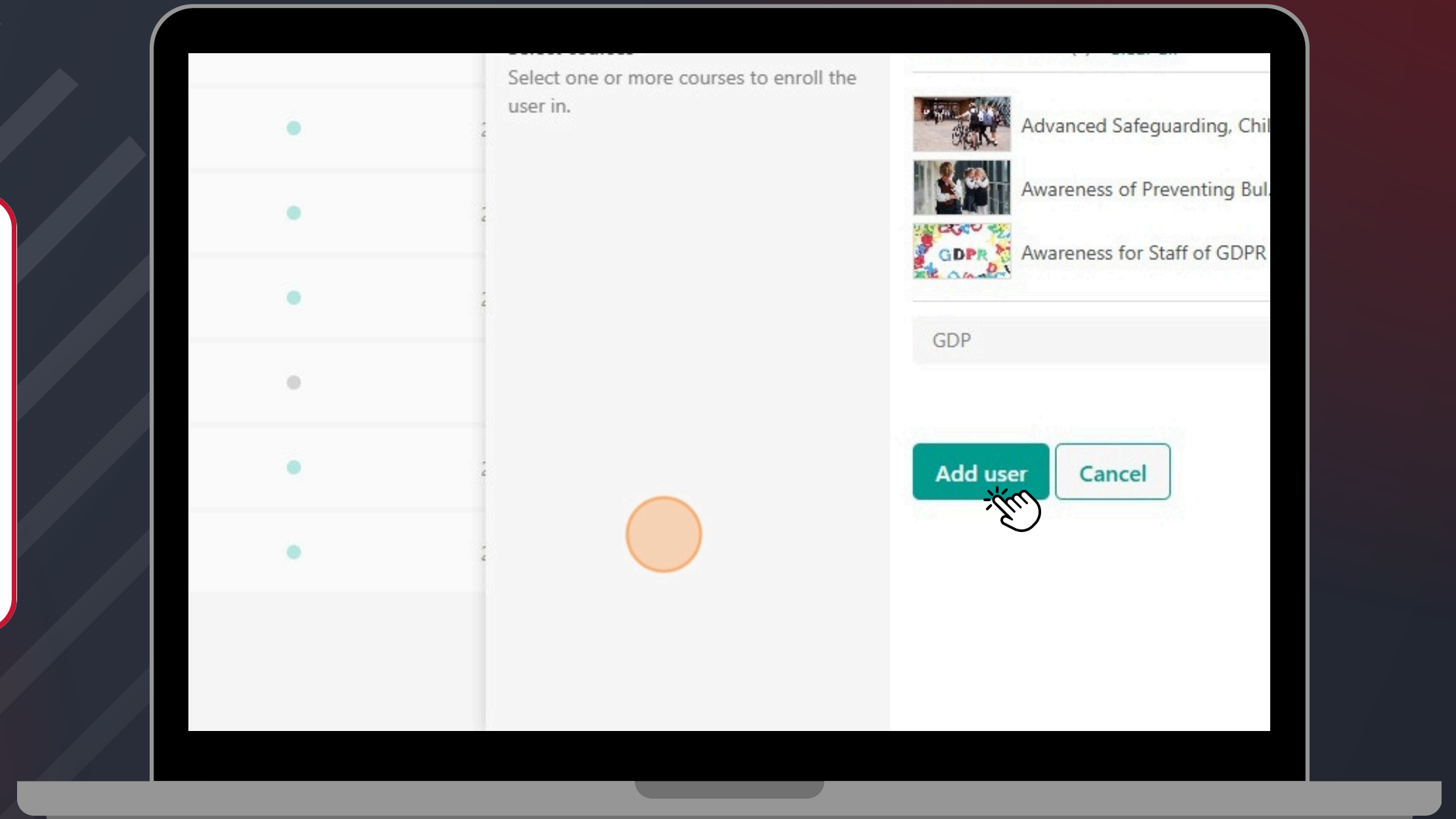
Add any other
mandatory courses





Step 10

Once selected click on 'Add user' your candidate will receive an automatic email to login to the account to complete the courses.





Academize

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