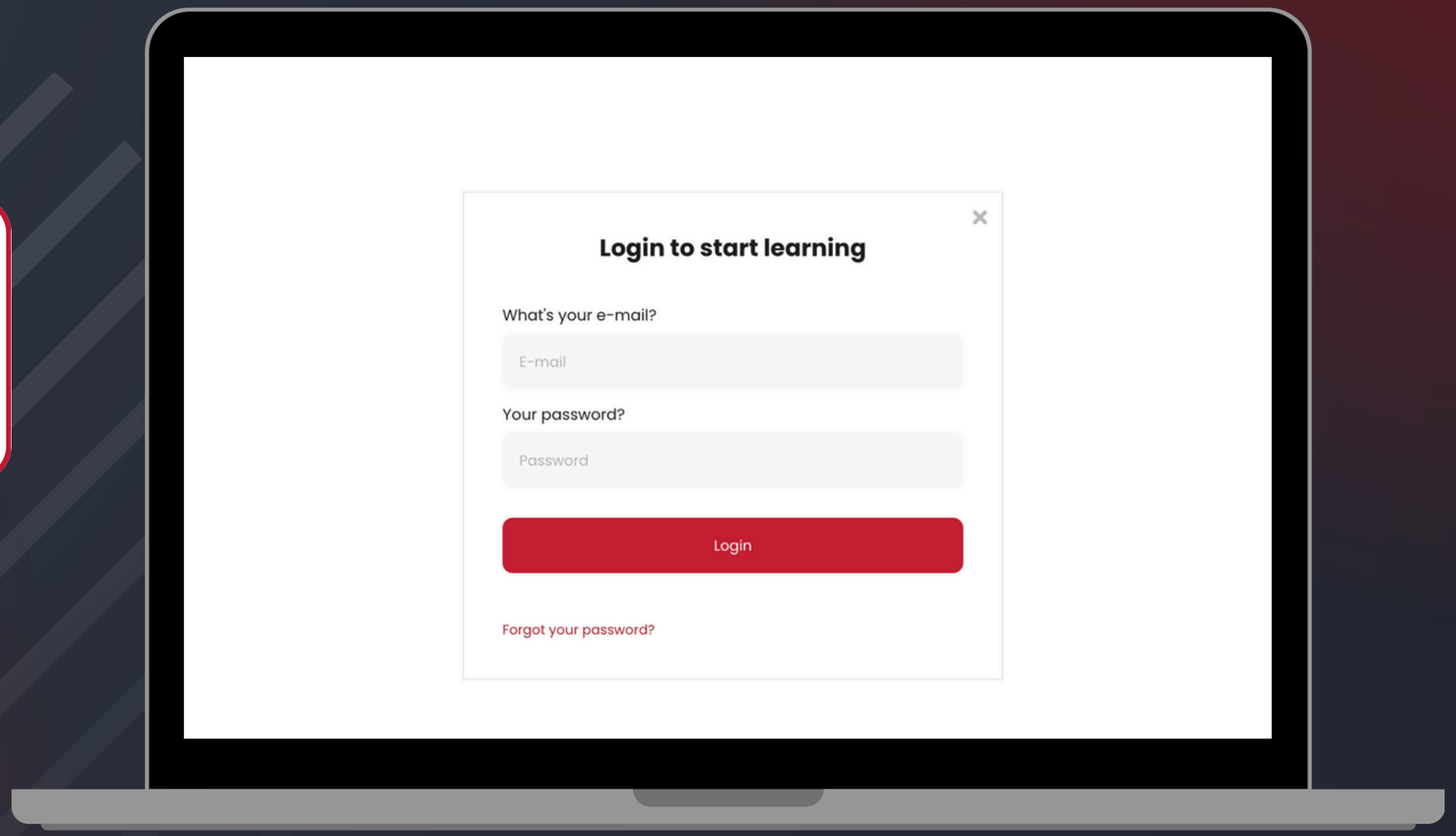
HOW TO GUIDE

How to Add a New User in Academize

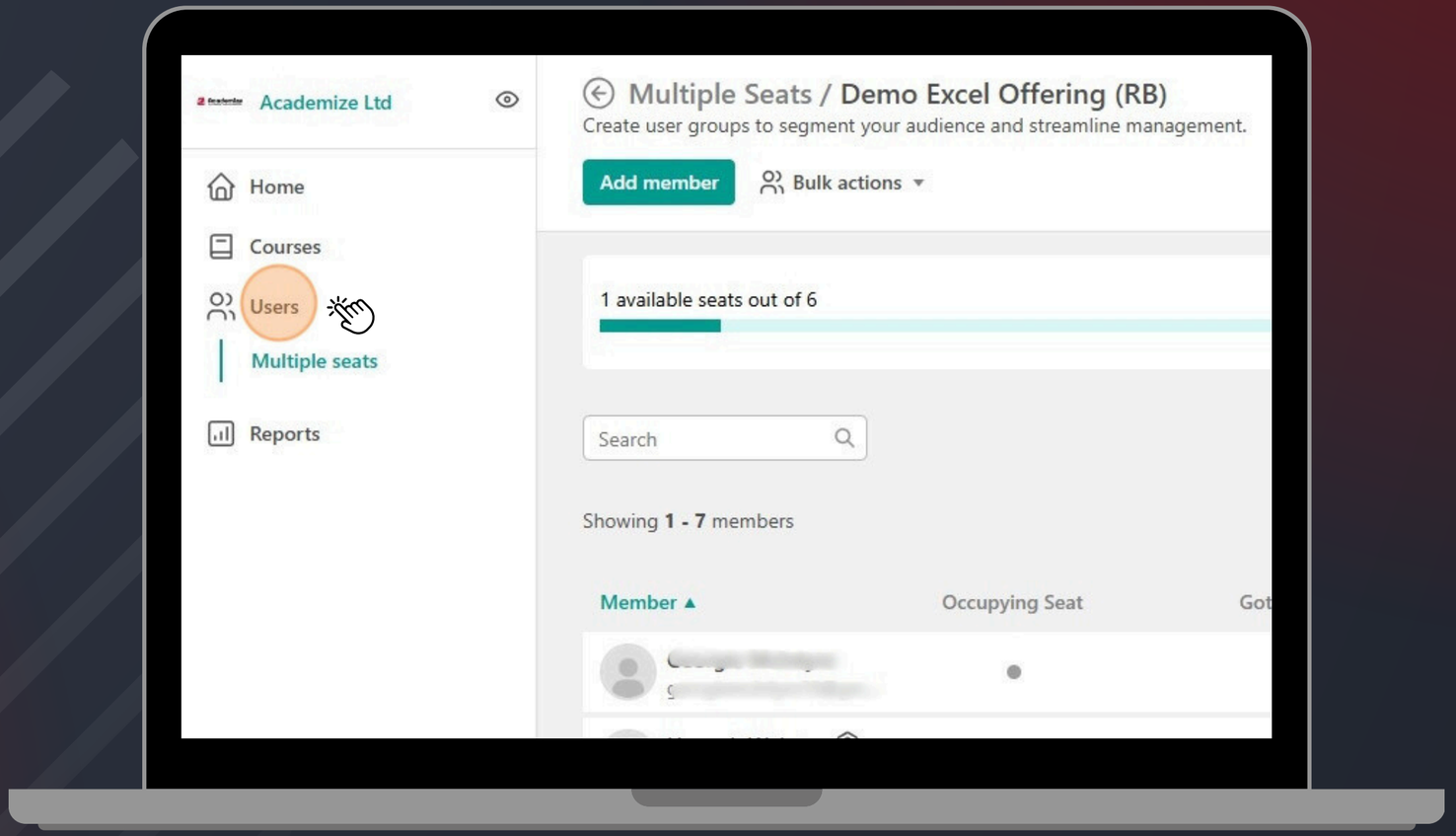
Step 1

Navigate and Login to
academize.co.uk



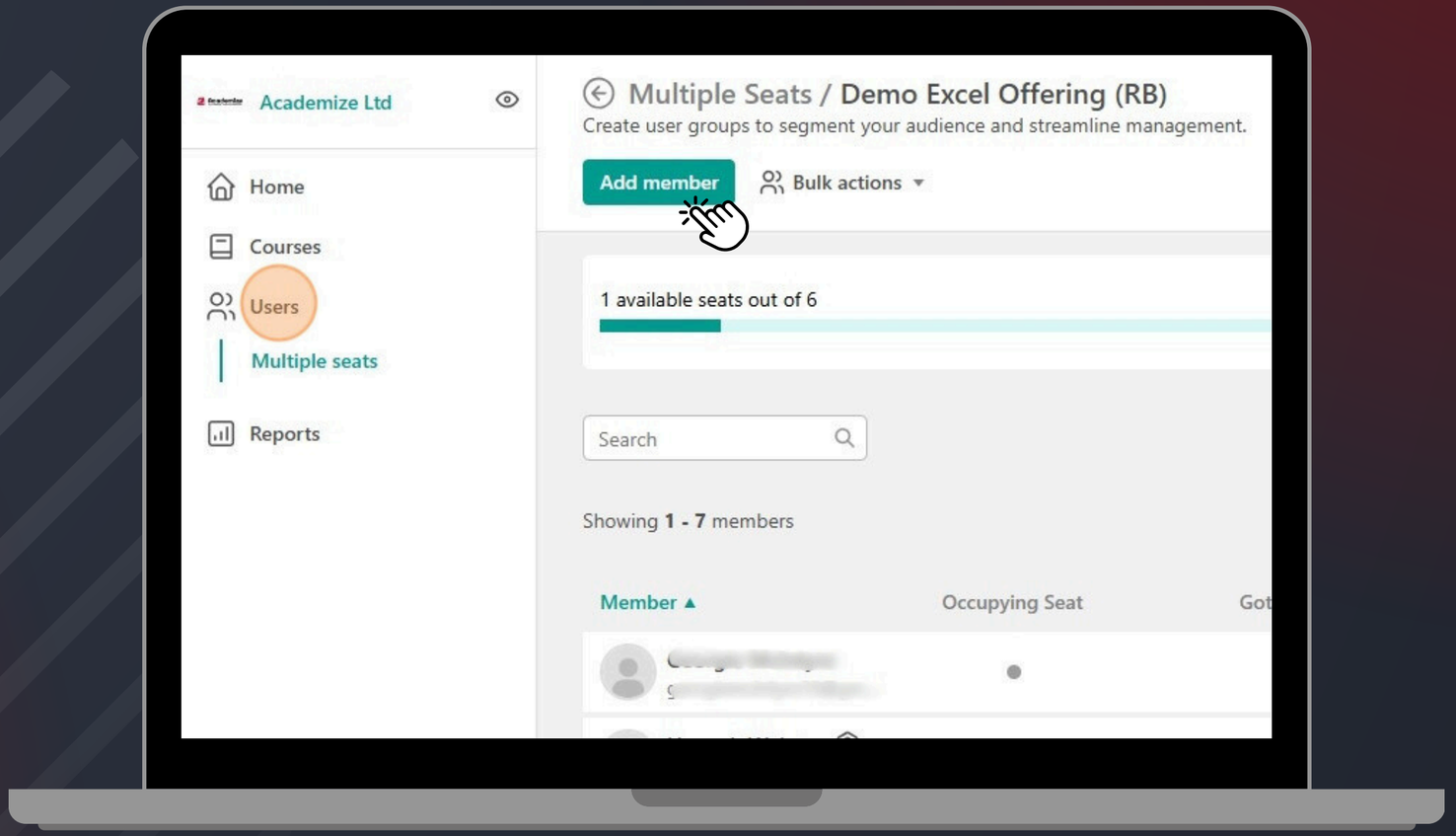
Step 2

Click "Users”



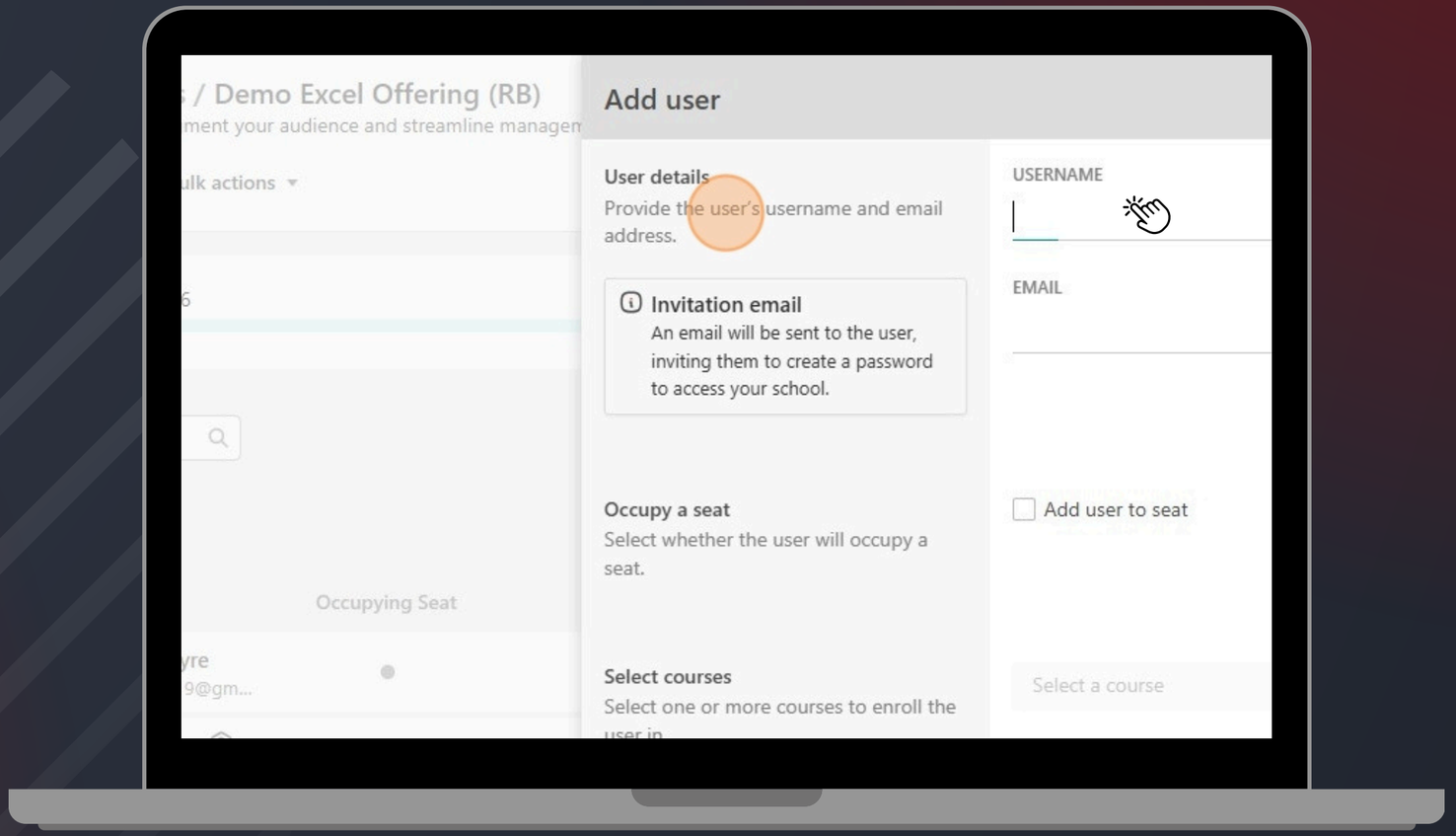
Step 3

Click "Add member"



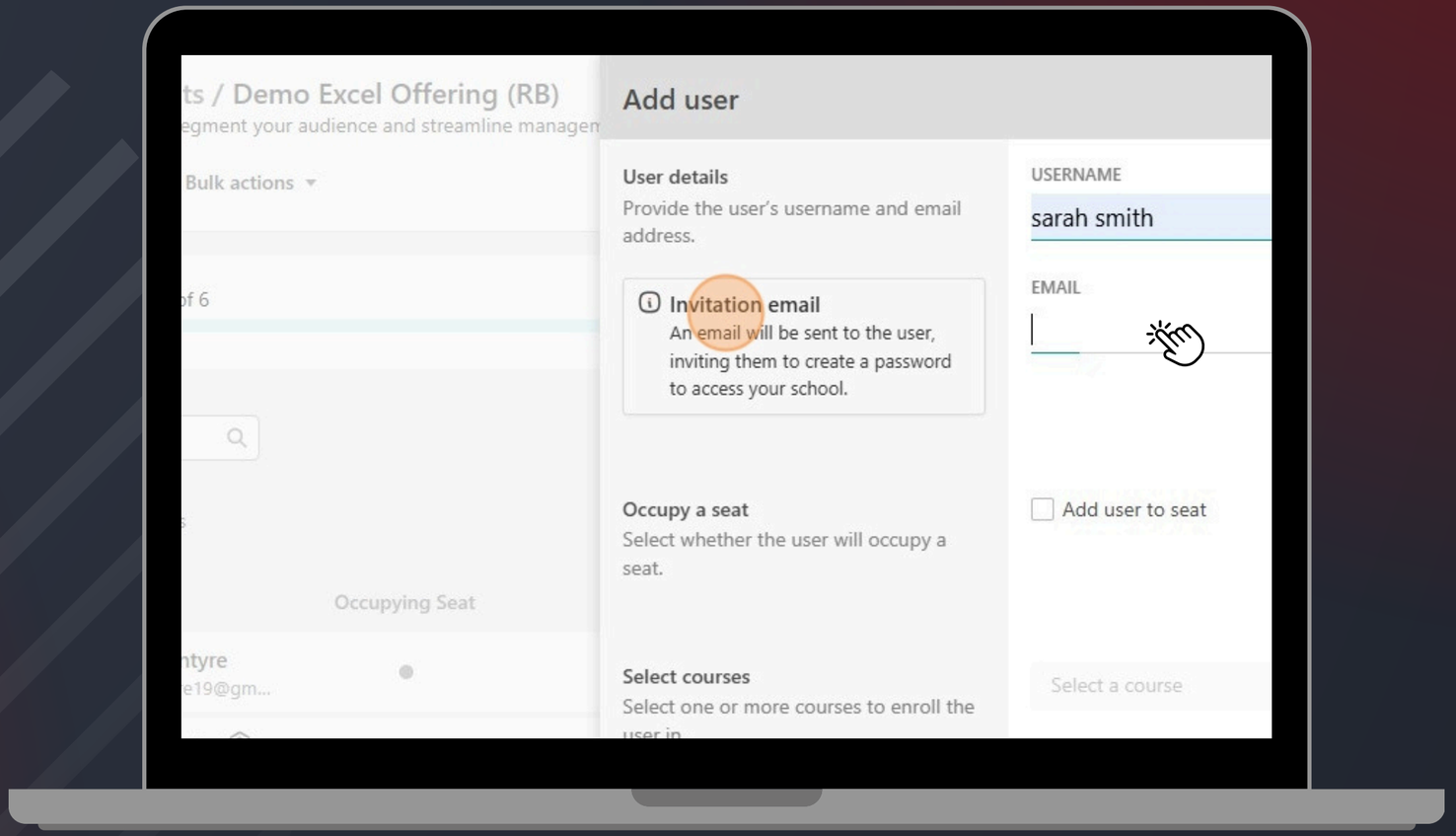
Step 4

Add the Candidate's Name



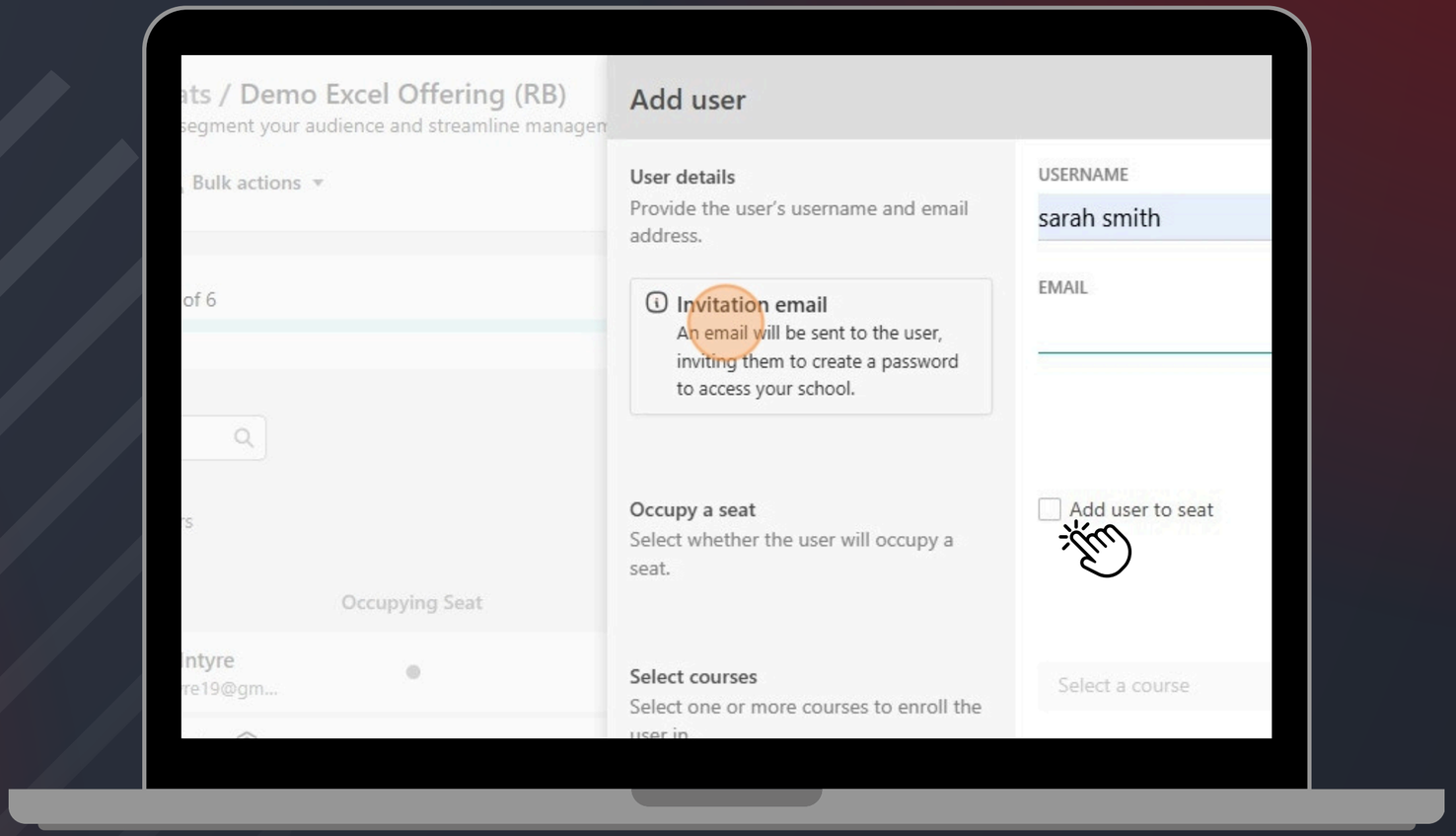
Step 5

Add the Candidate's Email Address



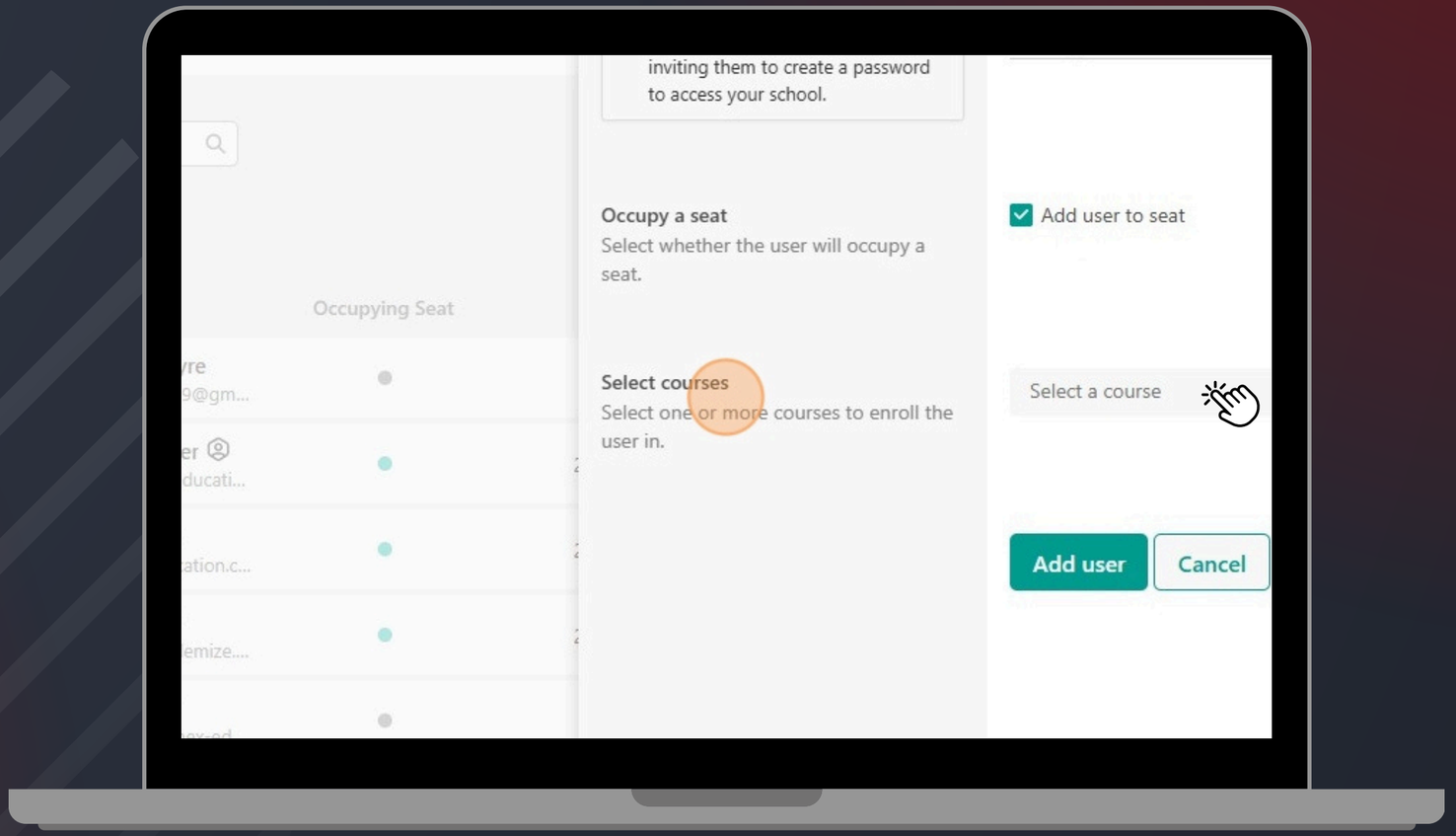
Step 6

Select and tick
'Add user to seat'



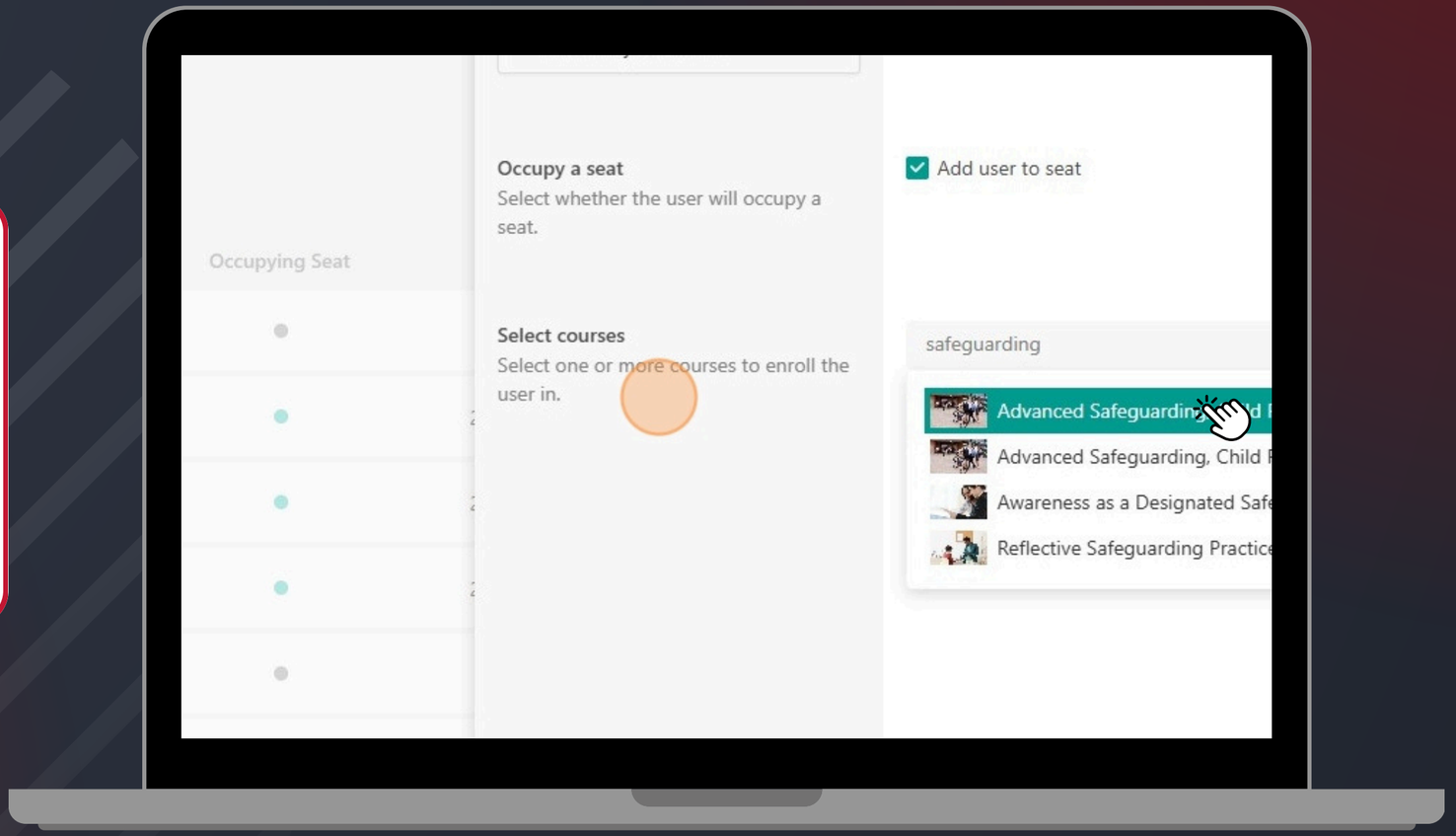
Step 7

Click the "Select a course" field.



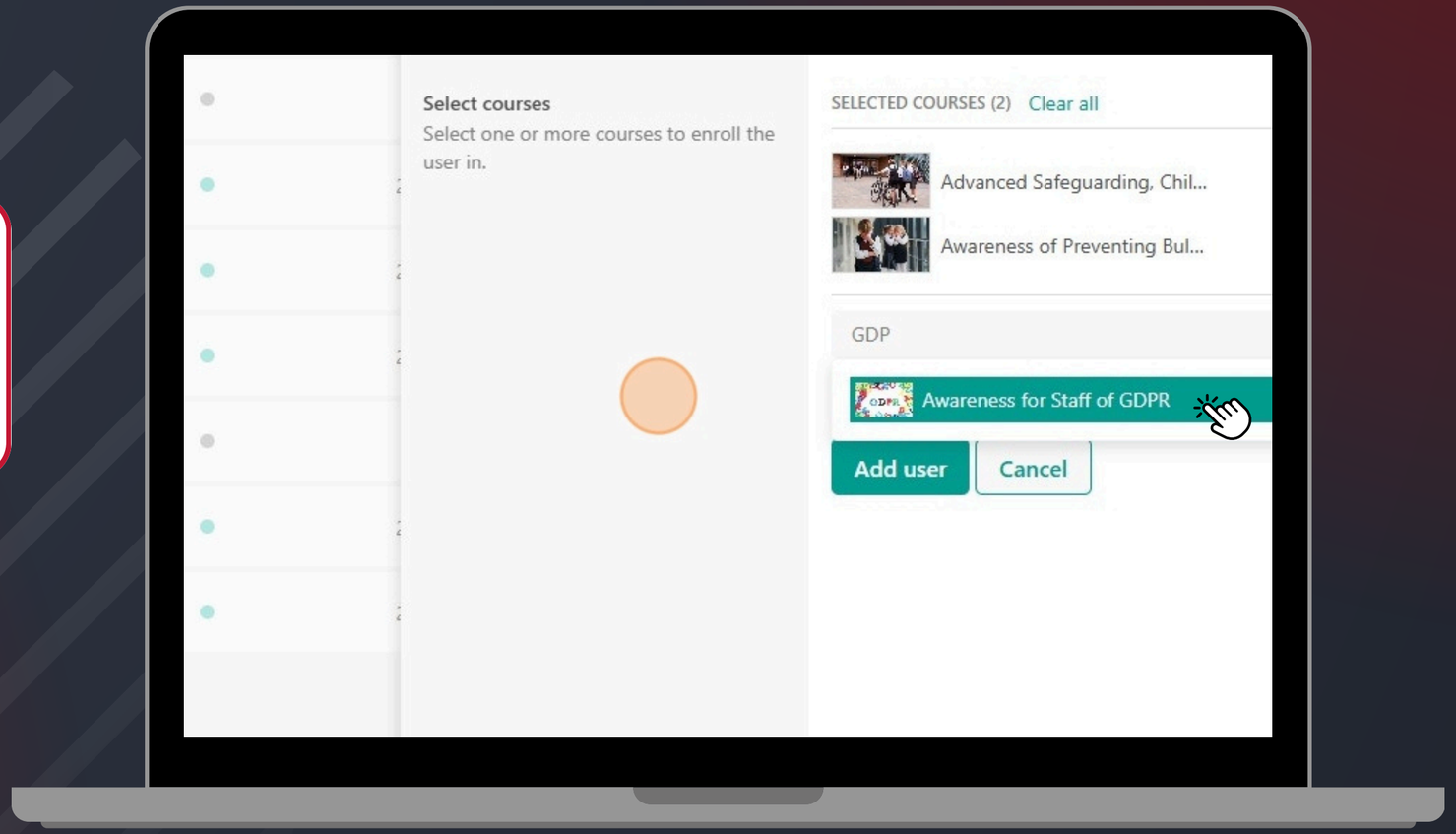
Step 8

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



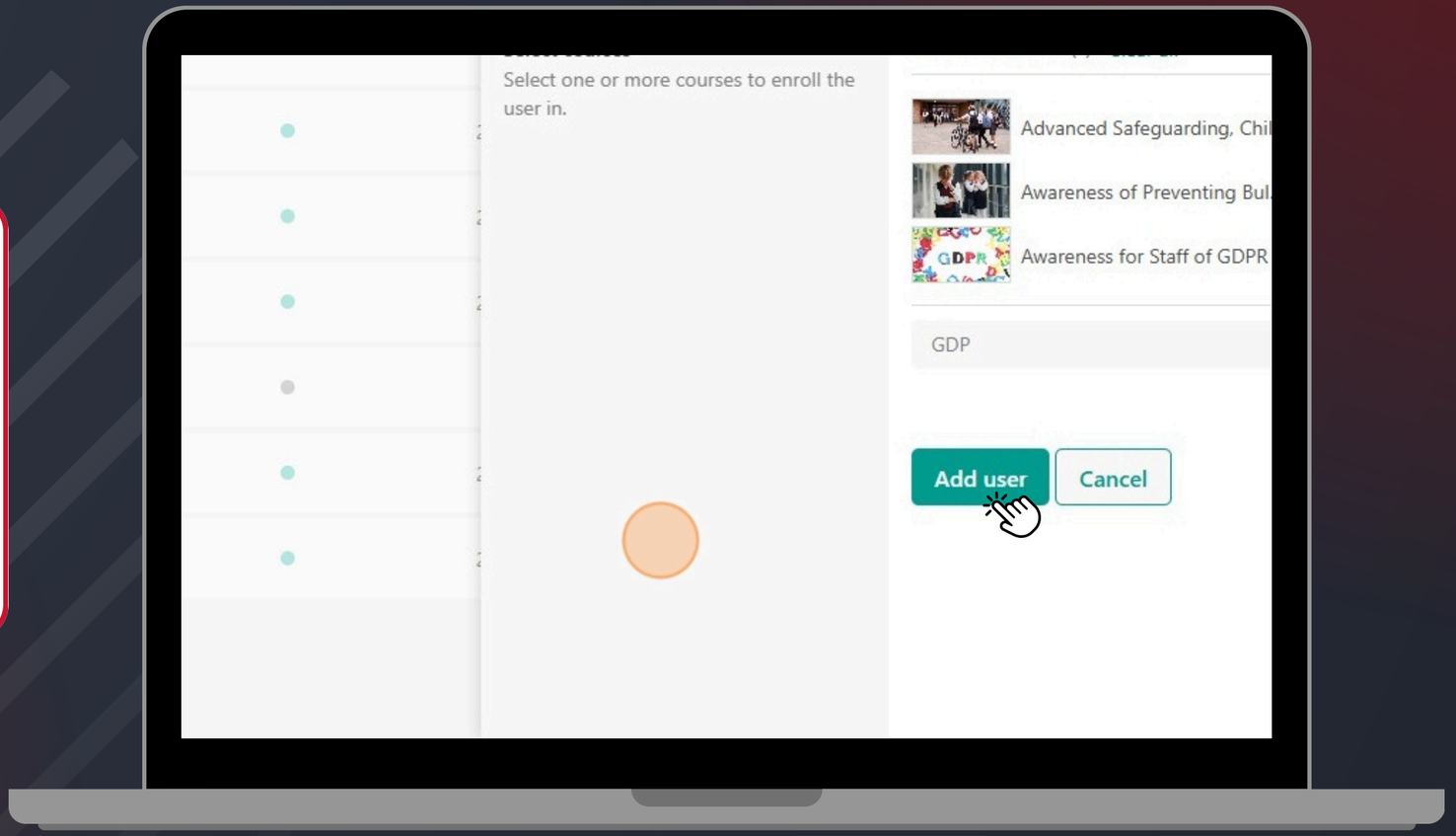
Step 9

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.



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