

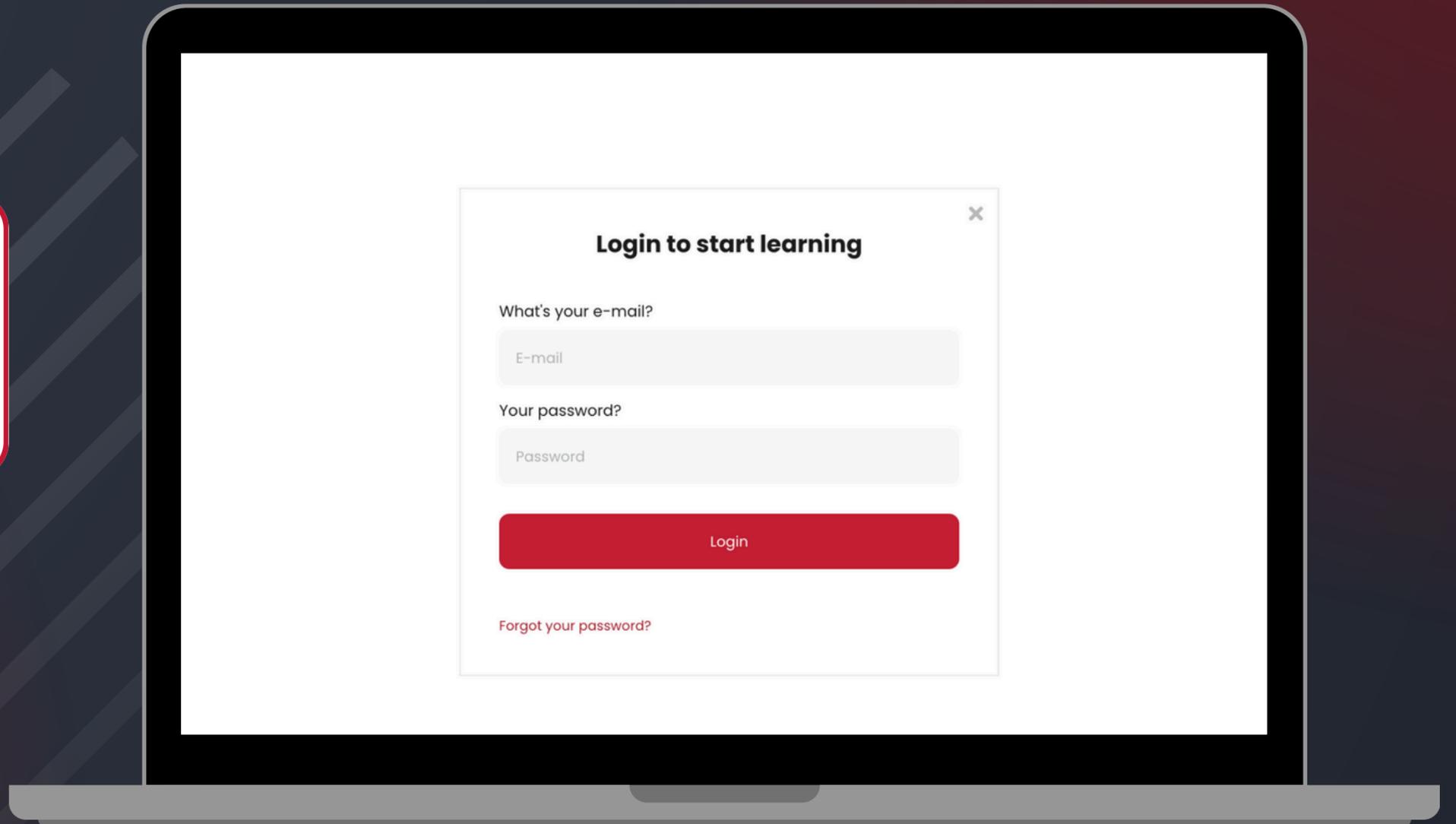
HOW TO GUIDE

How to Reissue a Password and Enroll Candidates into More Courses



Step 1

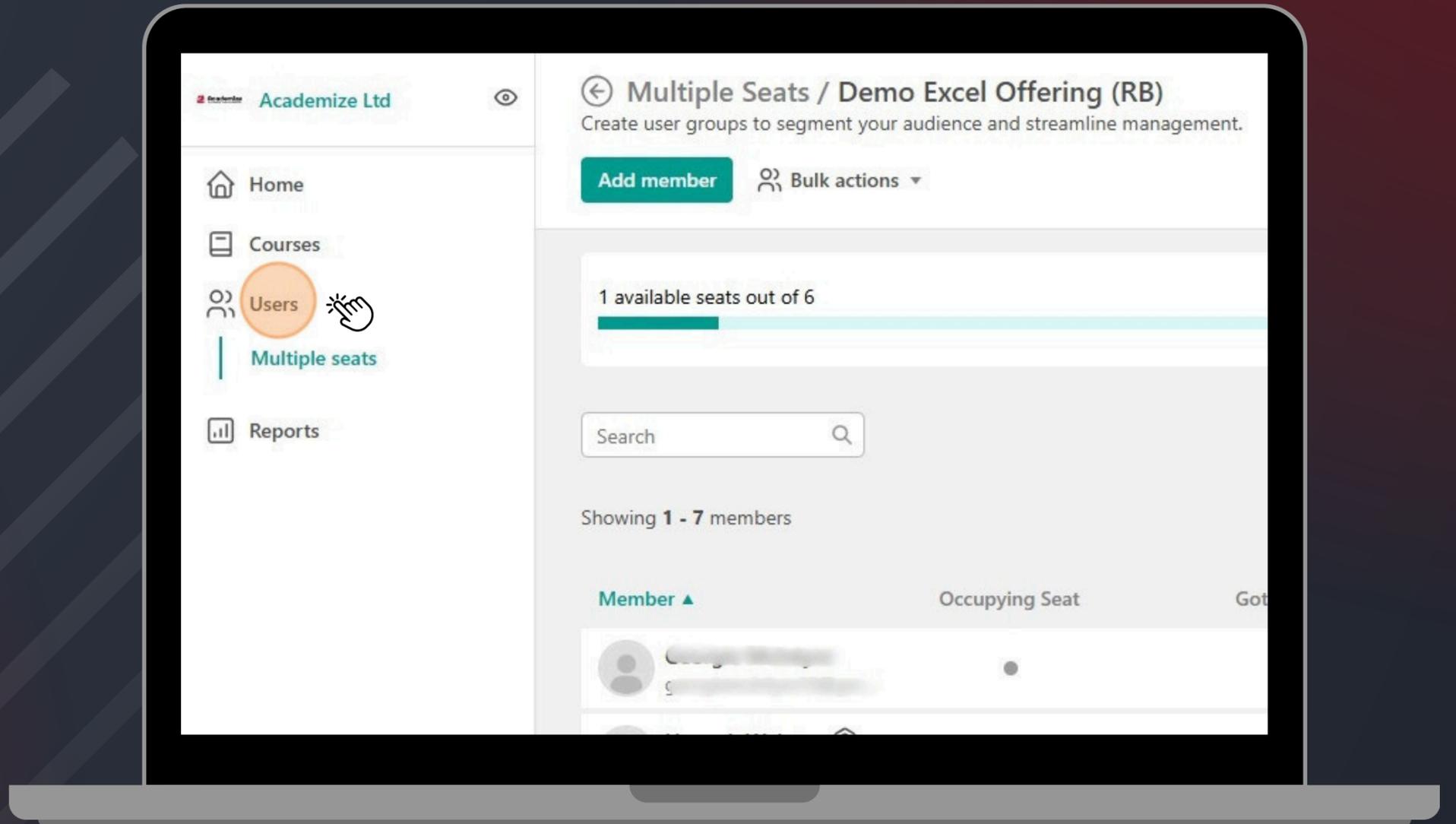
Navigate and Login to
academize.co.uk





Step 2

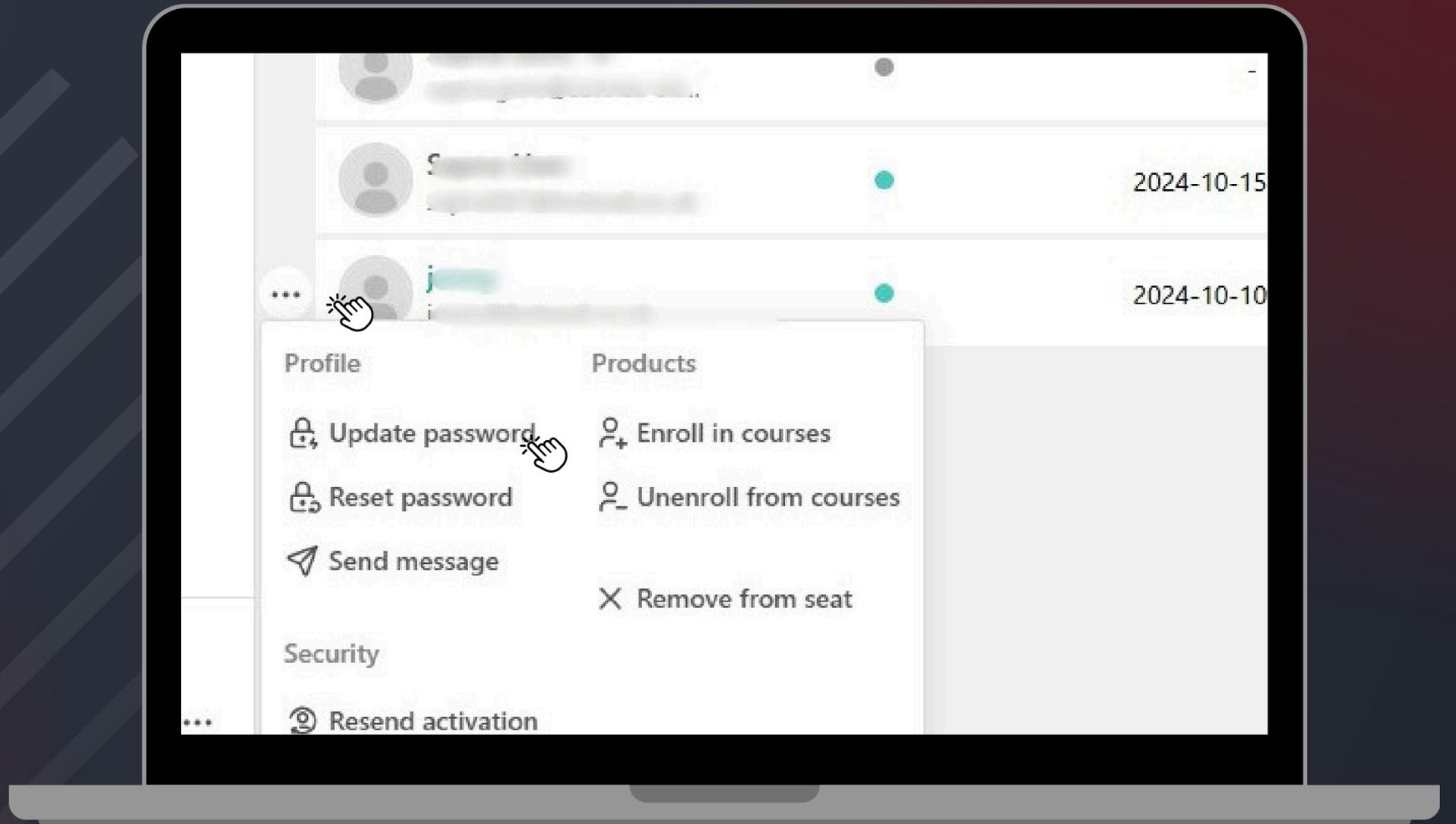
Click "Users"





Step 3

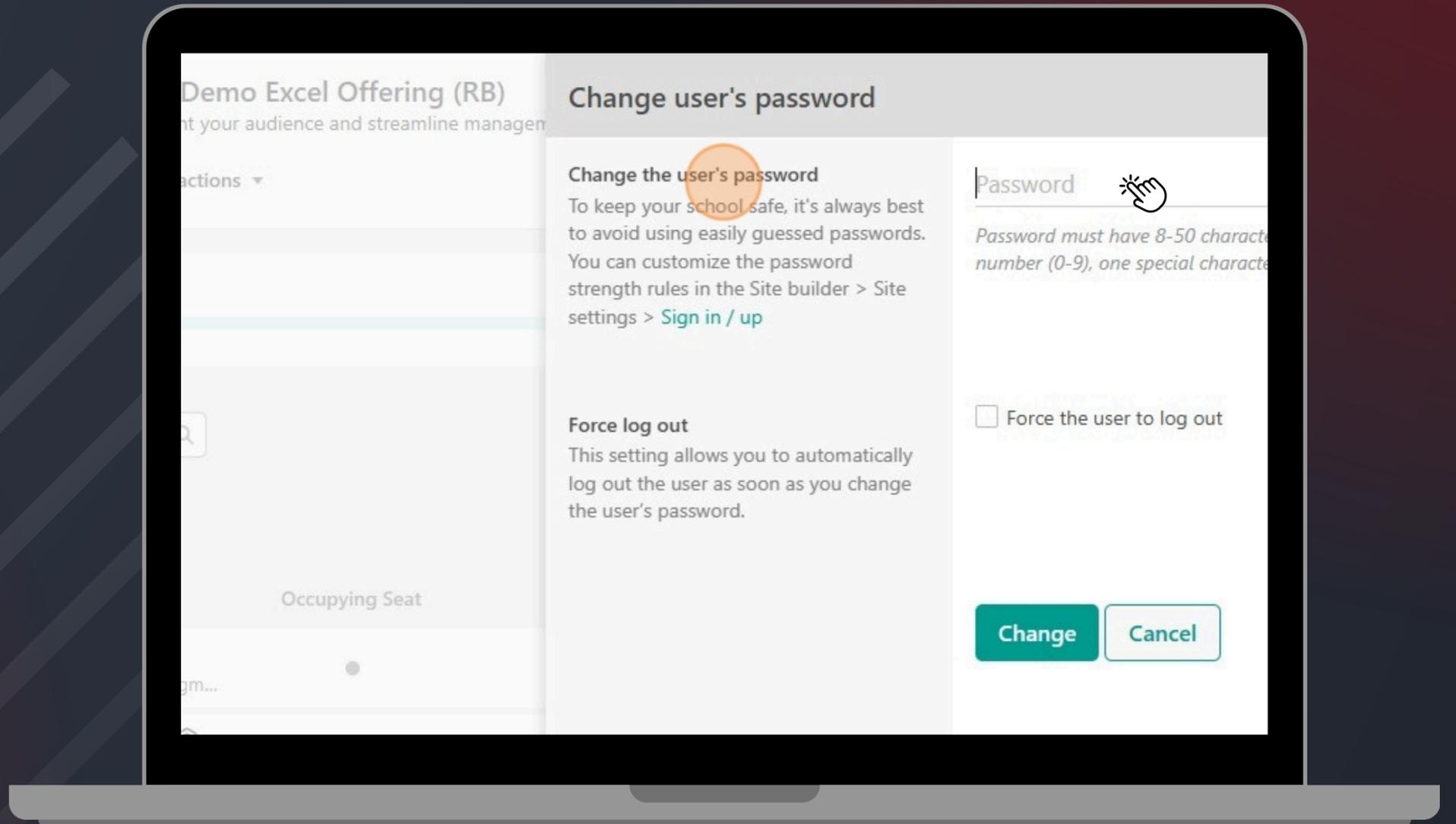
Click on the '...' next to the Candidate Name. From this you can Reset, Update the candidate's password.





Step 4

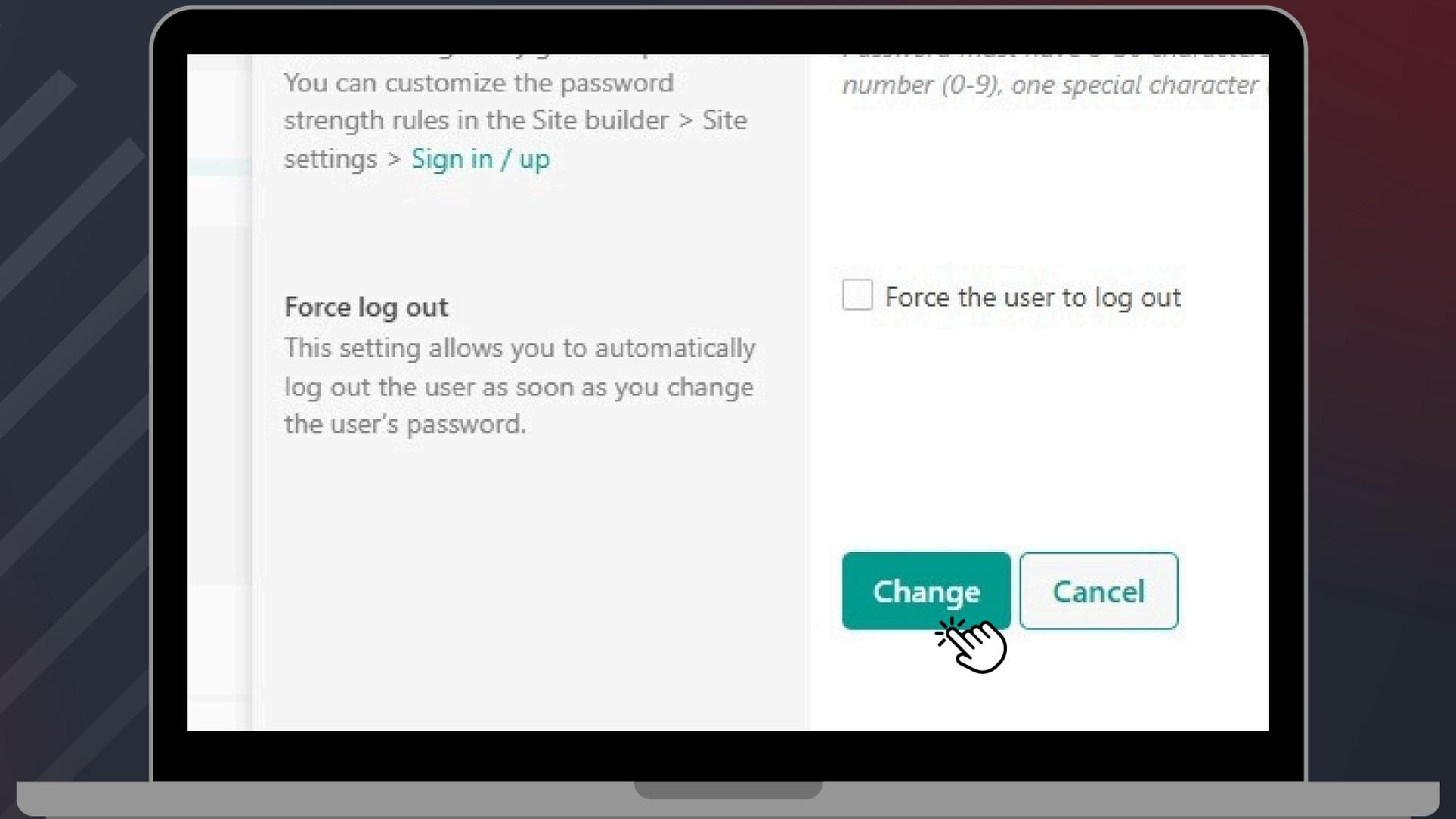
Click the "Password" field and put in your Candidate's Password





Step 5

Click "Change"

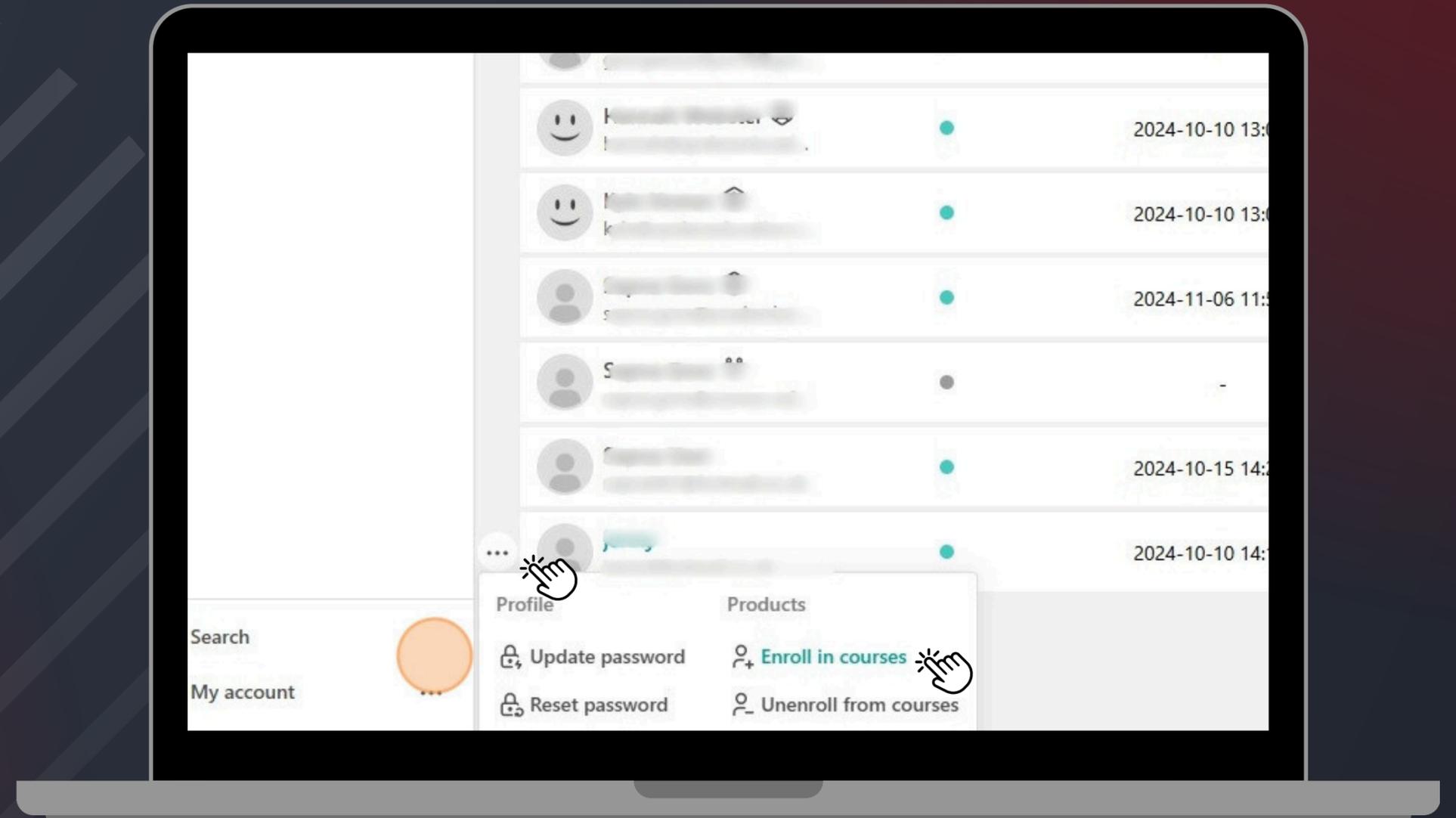




Step 6

Return to "Users" and click "..."
next to the candidate name.

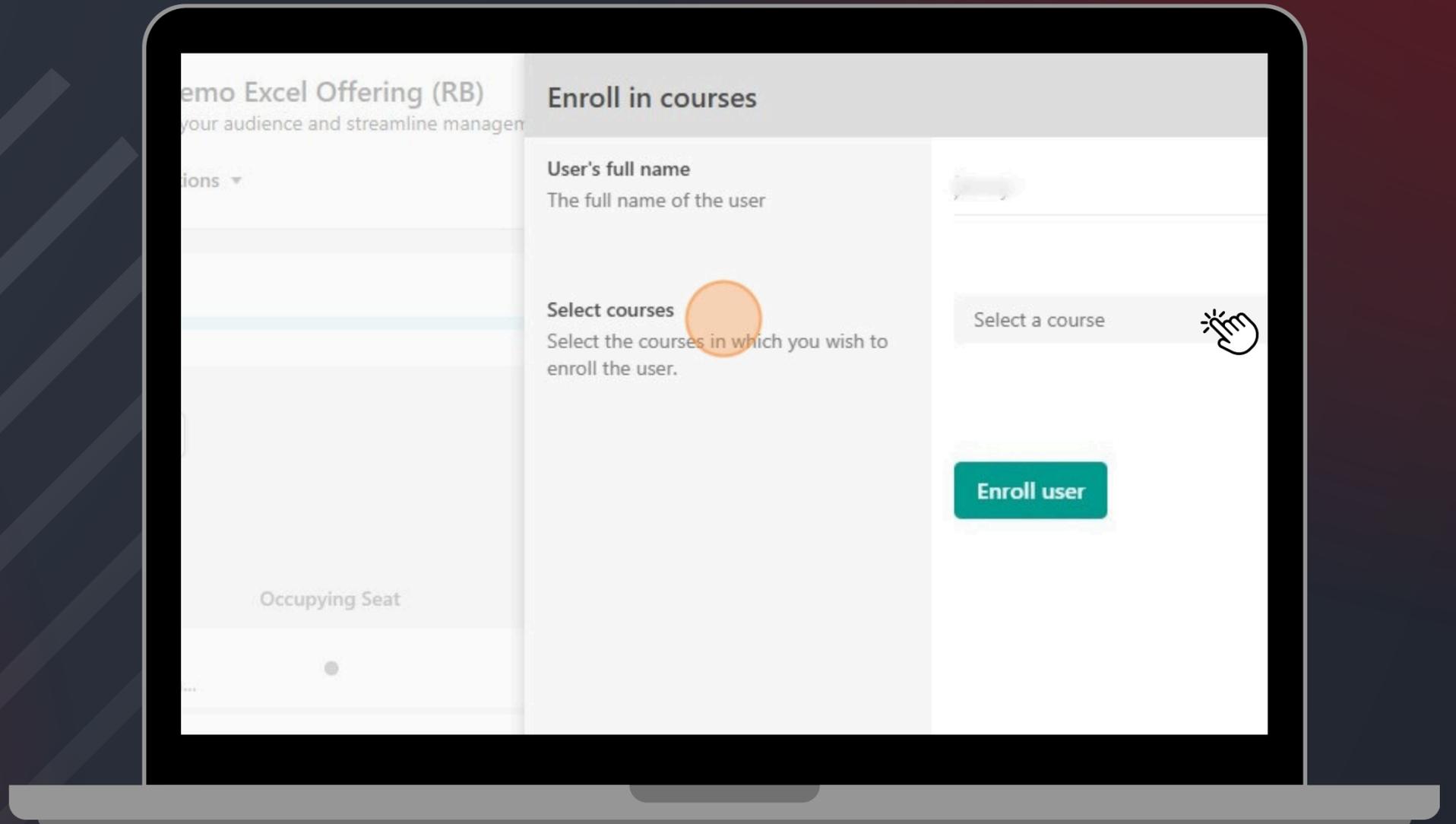
Click "Enroll in courses"





Step 7

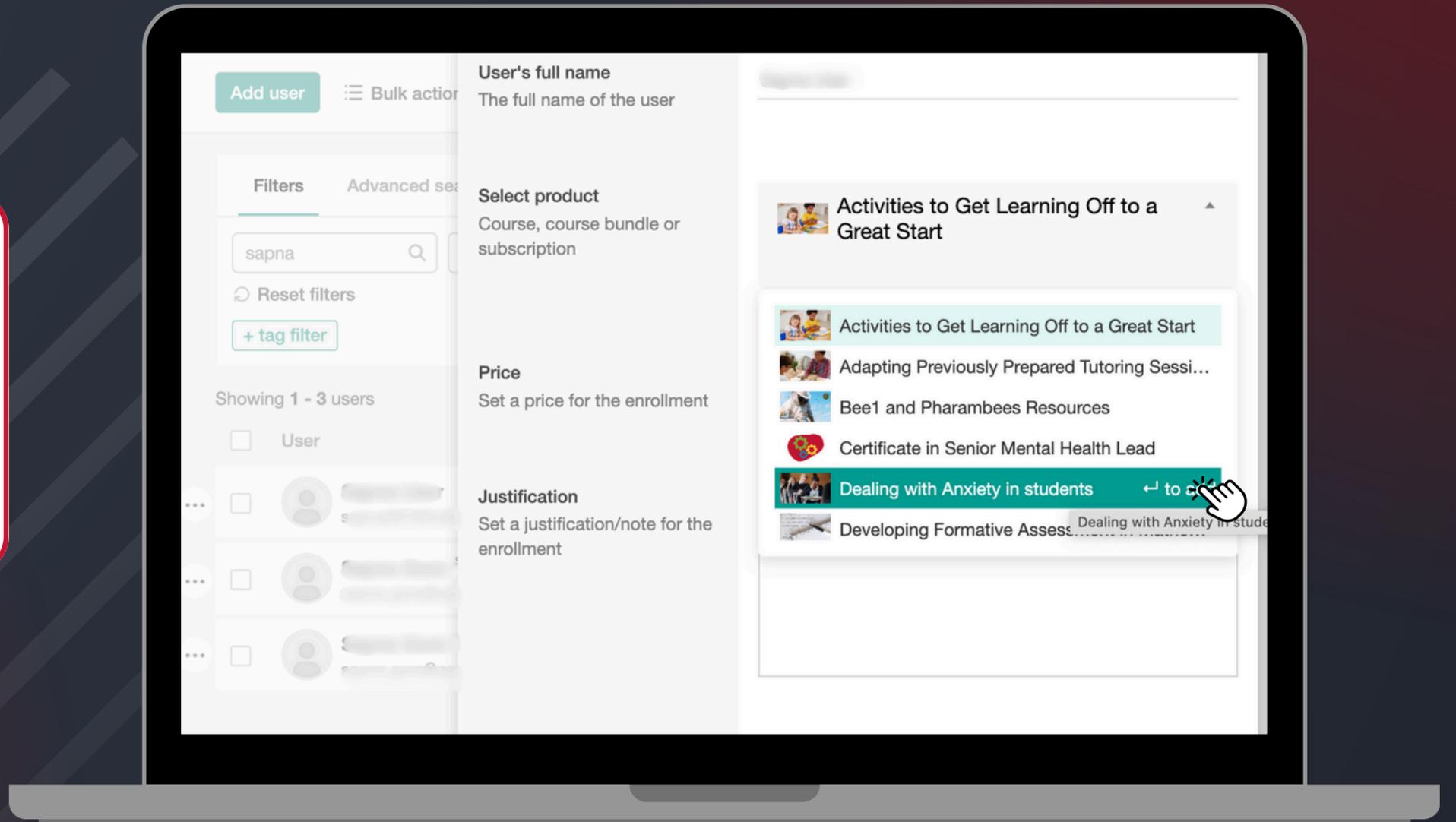
Click the "Select a course" field.





Step 8

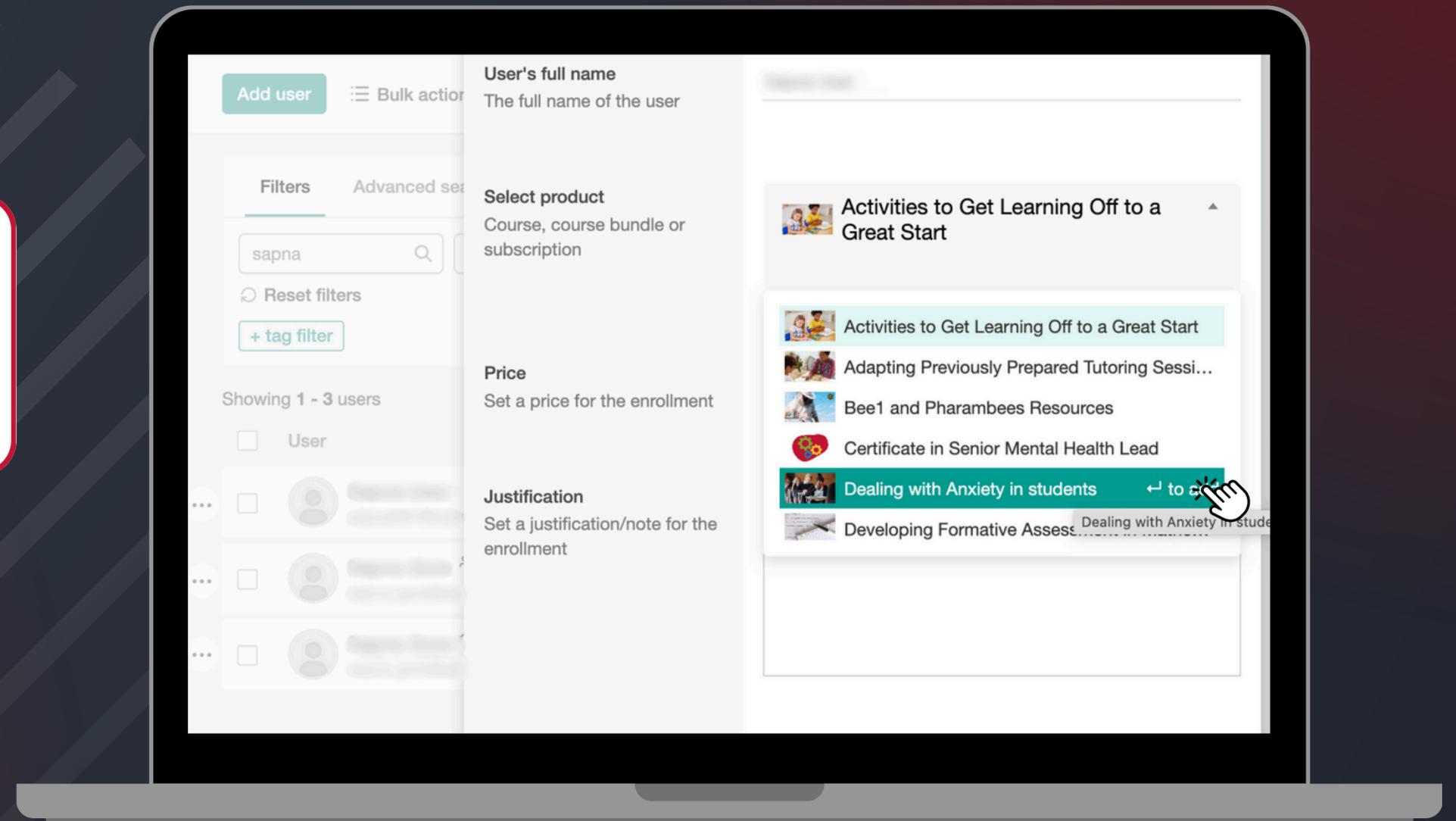
Find your course name in the list,
for example - "Dealing with
Anxiety in Students"





Step 9

Click the course name in the list.

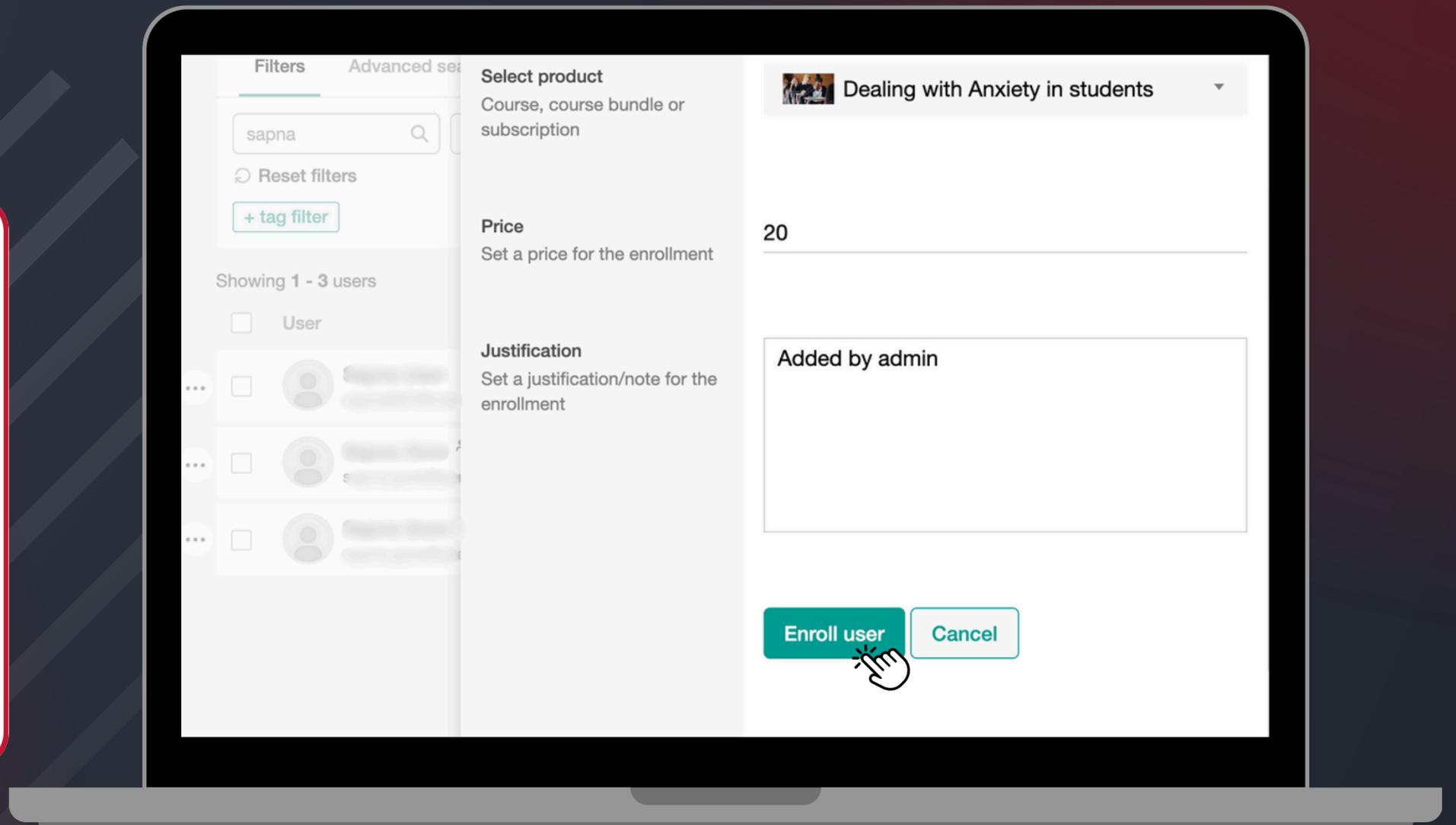




Step 10

Click "Enroll user" and this will be saved for the candidate to complete.

Candidate will need to login from the Academize.co.uk website to view the extra courses.





Academize

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