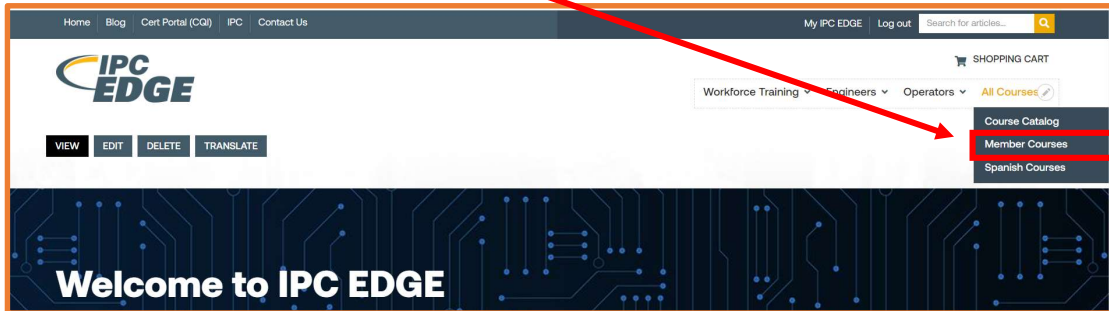
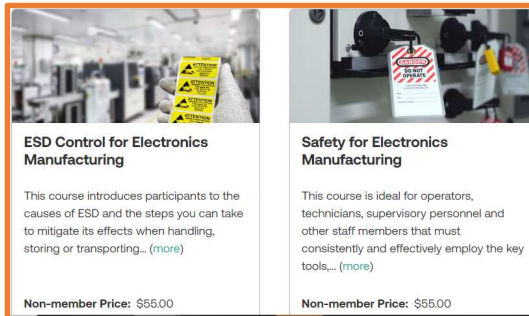


How to Access Member Benefits

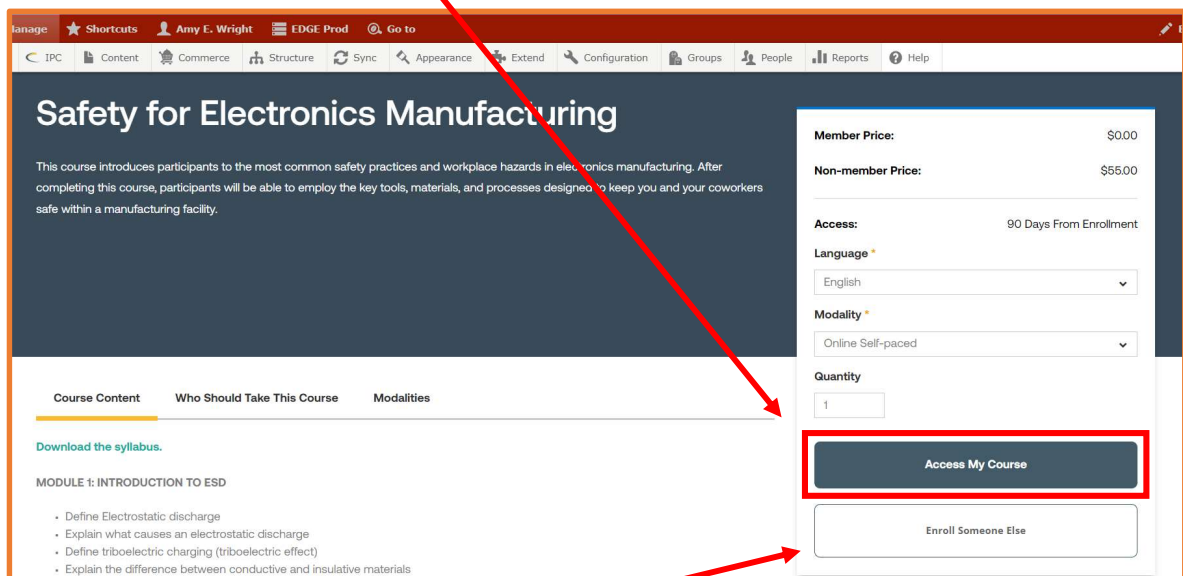
1. Login
2. Hover over **Course Catalog** and select **Member Courses**



3. Select Course



4. For self – enrollment select **Access My Course**



5. To enroll others select **Enroll Someone Else**

6. Enter the student's **First Name**, **Last Name**, and **Email** (Hit tab to add additional lines)

The screenshot shows a web interface for enrolling students. At the top, it displays 'Training/Course: Wire Harness Assembly for Operators - English, Online Self-paced' and 'Available Vouchers: 10'. Below this are two dropdown menus: 'Language *' set to 'English' and 'Modality *' set to 'Online Self-paced'. There are two tabs: 'Enter Student Names' (which is highlighted with a yellow underline) and 'Upload CSV'. Below the tabs are three input fields: 'Student First Name', 'Student Last Name', and 'Email' (with a plus sign icon to its right). At the bottom of the form is a dark blue button with a white document icon and the text 'Enroll Now'. Red arrows point from the text in step 6 to the 'Enter Student Names' tab, the input fields, and the 'Enroll Now' button.

7. Click **Enroll Now** after all student names have been entered
8. You can also bulk enroll students by clicking **Upload CSV** and following the directions on the page