Users with permission for enrollment access are able to enroll any user in an instructor-led training session by completing the steps below:

1. From the Welcome page, mouse over the **ILT** tab and select **Manage Events & Session**. This opens the Manage Events & Sessions page.

2. In the **Event Name** field, type the event name or keyword, and click **Search**. A list of events related to the search is displayed.

3. In the **Events** sections under the **Options** column, click the view session icon to access session details.

Events								
							(45 Results) 1 2 3 > »	
Event Name	Subjects	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
UTLearn Training Management	Human Resources Applications & Software Administrative Support Employee Development	UT Austin	English (US)	0	5	17	None	👁 ▦

4. In the **Sessions** section under the **Options** column for the specific session, click the roster icon to access and maintain the session roster.

Sessions								
								(5 Results)
Day	Start Date	End Date	Session ID	Locator Number	Location	Enrollment	Evaluation	Status	Options
Friday	4/29/2016 9:00 AM CST	4/29/2016 12:00 PM CST		1326	UT MAIN CAMPUS	3 of 12		Approved	👥 👁 📄
Monday	4/25/2016 1:30 PM CST	4/25/2016 4:30 PM CST		1325	UT MAIN CAMPUS	2 of 12		Approved	👥 👁 📄
Friday	4/22/2016 1:30 PM CST	4/22/2016 4:30 PM CST		1323	UT MAIN CAMPUS	1 of 12		Approved	👥 👁 📄

5. From the Roster page, you can click:

- **Print Sign-In Sheet**, to print a sign-in sheet for the session.

- **Add Users**, to add users to the session

- **Withdraw/Move Users**, to withdraw users from a session or move them to a different session.

UTLearn Training Management Roster

Session Roster

Roster

Inventory Unassigned (0) Pending Payment (0)

Session Status: Approved
Session Start Date: 4/29/2016 9:00:00 AM
Session End Date: 4/29/2016 12:00:00 PM
Seats Available: 9/12

SCHEDULE

USERS

5

Print Sign-In Sheet ⊕ Add Users 🗑 Withdraw / Move Users   ☐ Show Withdrawn/Removed Users *(3 Results)*

Name ▲	User ID	Organizational Unit(s)	Email	Attendance	Score	Pass/Fail	Status	Options
User, Debra	du123	University of Texas at Austin (Division)	DEBRA.USER@AUSTIN.UTEXAS.EDU	0 of 1 Parts Attended			Registered	🔍
User, Jefferson	ju123	University of Texas at Austin (Division)	J.USER@AUSTIN.UTEXAS.EDU	0 of 1 Parts Attended			Registered	🔍
User, Betty	bu123	University of Texas at Austin (Division)	BETTY.USER@AUSTIN.UTEXAS.EDU	0 of 1 Parts Attended			Registered	🔍

Enroll learners in a session from the Roster page by completing the steps below:

1. Click **Add Users**. This opens the Select User page in a separate window.

2. From the Select User window, use the **Search** fields to locate learners.

3. Click the plus icon next to learners you wish to enroll in the session.

4. Click **Done**.

5. Selected learners will appear with a pending status.

6. Click **Add Pending Users to Roster** to enroll the learner in the session.

   Note: If the **Send emails** check box is checked, learners will be notified that they have been registered. If a notification should not be sent, uncheck this field.

7. The added learner's name will appear at the bottom row with a registered status.