Purpose: Follow the instructions below to Enroll (register) and Withdraw (drop) users in a Scheduled Offering.

Register (Enroll) user(s) in a Scheduled Offering.

1. Complete the following steps:
   A. Click on the Admin Tab
   B. Select Learning
   C. Search for the Item by Title, Item ID or other criteria
   D. Click Search

2. Select the Item from search results by clicking on the blue link

3. Complete the following steps:
   A. In the Related area, select Scheduled Offerings. This view shows a quick glance at the scheduled offerings associated with the item, the dates, times, locations and enrollment status.
   B. Select the Scheduled Offering date you want to enroll a user in by clicking the blue ID number.
4. Click on the green plus sign next to **Add Users**.

5. Search for the User(s) using the **User ID**, **Last Name** or **First Name**. Click **Search** once you have entered the user information.

6. To search for multiple users at the same time, choose “any” and separate the **User ID** or **Name** with “,”.
7. Select the **Registration Status** Active Enrollment (Enrolled), checkmark the **Add** box and click **Add**.

   **NOTE:** If you receive a message that the registration has exceeded the maximum, SELECT “NO” and contact the course instructor for permission to enroll.

8. Repeat these steps for all users as appropriate.

**Withdraw (drop) user(s) from a Scheduled Offering.**

1. Click on **Registration** in the Related area, hover over the user and click **Modify**.

2. Change the registration status to **Cancelled**. Admins should select “Course dropped by administrator.”

3. Click **Save**.