How to Enroll/Withdraw Users from a Scheduled Offering

**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. From the Admin Tab, select Learning.
2. Search for the Item by Title, Item ID or other criteria.
3. Select the Item from search results by clicking on the blue link.
4. In the Related area, select Scheduled Offerings.

5. This view shows a quick glance at the scheduled offerings associated with the item, the dates, times, locations and enrollment status.
6. Select the Scheduled Offering date you want to enroll a user in.
7. Click on the green plus sign next to Add User and select Add Users…
8. Search for the User(s) using the User ID, Last Name or First Name and click Search. To search for multiple users at the same time choose “any” and separate the User ID or Name.

9. Select the Registration Status ENROLL (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.
10. Repeat these steps for all users as appropriate.

**Withdraw (drop) user(s) from a scheduled offering.**
11. Click on Registration in the Related area.
12. Hover over the user and click Modify, then change the registration status to Cancelled.
13. Click Save.