Follow the steps below to enroll users in a class using the Launch Proxy feature. Instructions for withdrawing a user begin on page 5.

**Enrolling a User**

1. Log into Knowledge Link, go to the **Learning Administration**, click **People** and click **Users**.

![Learning Administration](image)

2. Search for the user you need to enroll.

![Users](image)

3. Click the user’s User ID to open their profile.
4. Click the **Actions** drop down arrow, **Click Launch Proxy**.

5. The user’s learning plan will open in a new window. You can perform most of the same functions, just as you would on your own learning plan. (Except you cannot **start** a course.)

6. If the desired course is not on the user’s learning plan, use the “Find Learning” box to search for the course and self-assign. **NOTE: If the course is part of a curriculum, be sure to search for and self-assign the curriculum, and not just the course.**

7. Locate the course on their learning plan and click **Register Now**.
8. Find the desired date and click **Register Now**.

9. Click **Confirm**.
10. Close the proxy session.

NOTE: If you close the window without clicking “Close Session” you will see a warning that you cannot return to Knowledge Link until the proxy session is closed. If you see this warning, click **End Proxy Session**.
**Withdrawning a User**

1. Log into Knowledge Link, go to the **Learning Administration** page, click **People** and click **Users**.

   ![Learning Administration](image)

2. Search for the user you need to enroll.

   ![Users Search](image)

3. Click the user’s User ID to open their profile.
4. Click the **Actions** drop down arrow, click **Launch Proxy**.

5. The user’s learning plan will open in a new window. You can perform most of the same functions, just as you would on your own learning plan. (Except you cannot start a course.)

6. Locate the course on their learning plan, click the arrow next to “Enrolled” and then click **Withdraw**.

7. Click Yes to confirm
8. Click No. (Do not remove the item from the learning plan, in case that user needs to enroll in a different class.)

9. Close the proxy session.

NOTE: If you close the window without clicking “Close Session” you will see a warning that you cannot return to Knowledge Link until the proxy session is closed. If you see this warning, click End Proxy Session.