Enrolling Users in a Course

This job aid provides NCAA Learning Portal administrators step-by-step instructions on how to enroll users in courses.

Created by
NCAA

Creation Date
September 2, 2022

Last Updated
July 13, 2023
STEP 1
From the NCAA Learning Portal landing page, click on the Admin Menu at the top right of your NCAA Learning Portal homepage.

STEP 2
Click on Course Management
STEP 3

Search for the course you wish to enroll a user. In this example, the Attestation of Compliance for Directors of Athletics for 2023–24.

STEP 4

Next to the course you wish to enroll users into, click on the three dots.
STEP 5

Click on Enroll Users.

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<tr>
<th>ENROLLING LIST</th>
<th>SESSION WAITING LIST</th>
<th>ENROLLMENTS</th>
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STEP 6

Search for the users you wish to enroll.
STEP 7
Select the user(s) you wish to enroll.

![Enroll Users interface]

STEP 8
Click on CONFIRM.

Please do not set an enrollment deadline. Conference and campus Learning Portal administrators do not have the ability to edit/delete the enrollment deadline once activated. After the enrollment deadline has passed the user will no longer be able to access the attestation.

![Course Management interface]
If you have questions or concerns with the above steps, or have a technical issue with the NCAA Learning Portal, please email webhelpdesk@ncaa.org.