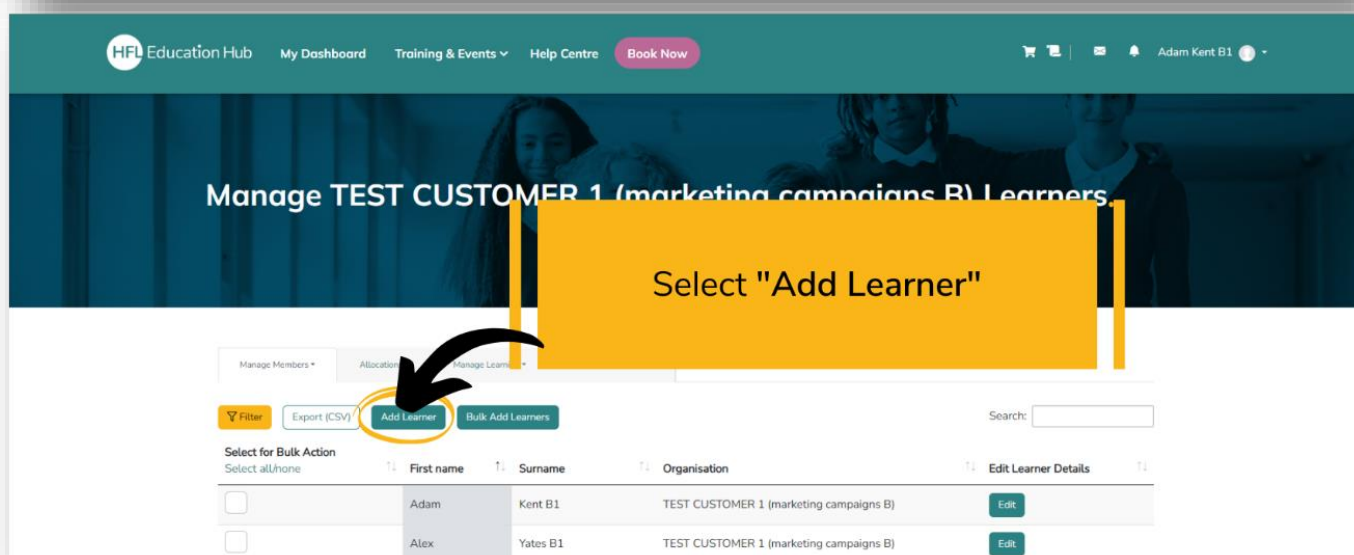
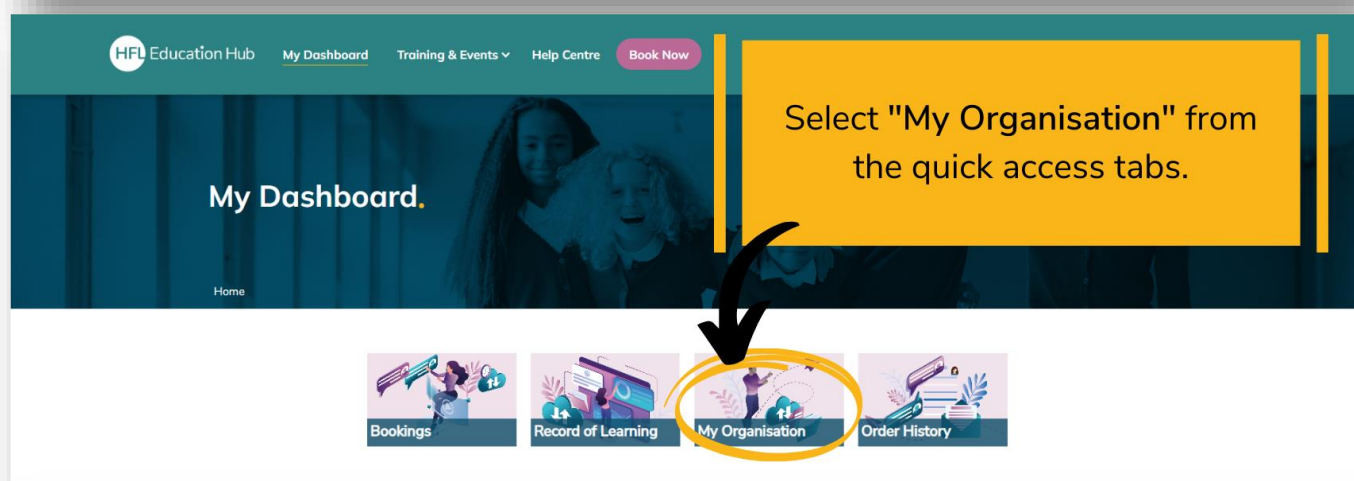
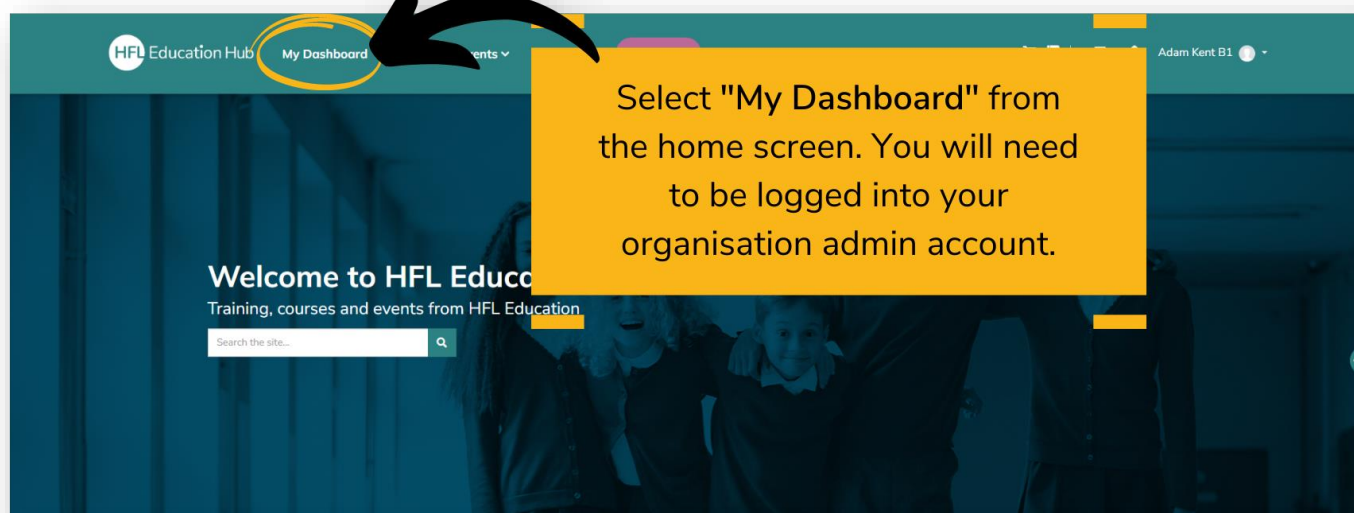


## Who is this guide for?

- **Organisation administrators** (headteachers and office managers) looking to **add individual users** to their organisation who do not already have an account on HFL Hub.

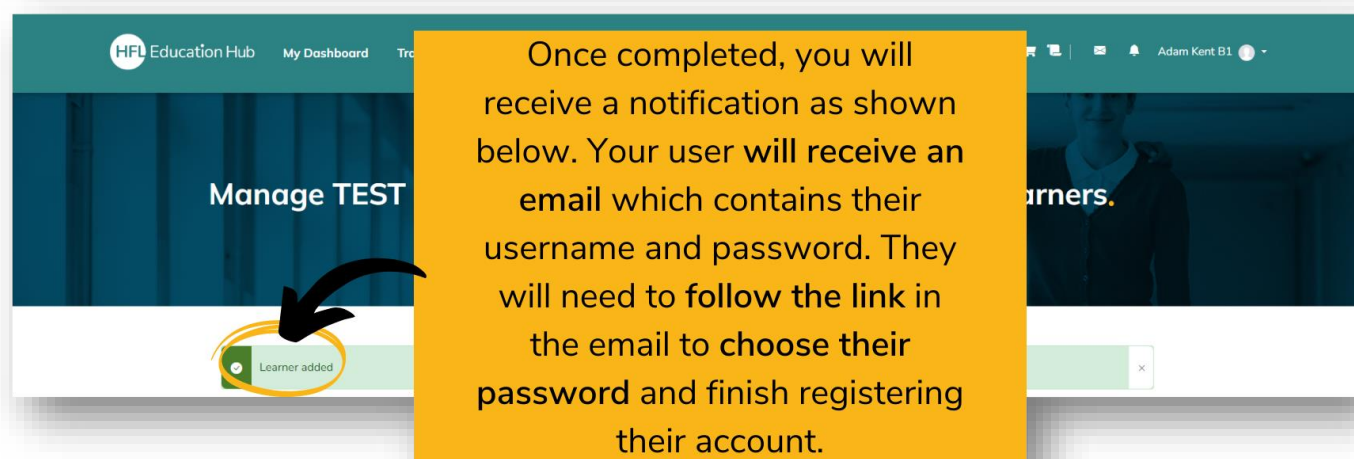
## What is in this guide?

- How to **add a user** to your organisation as a learner. This will allow them to be signed up for courses and have licenses allocated to them.



Fill in the user details.

Notes:  
NS Checkout Approved gives the user the ability to book courses and charge your organisation via invoice.



## Outcome

- Completing these steps will add a user to your organisation.

## How will I know it has worked?

- The user/s you have added will receive an email with their login details. They need to follow the link to choose their password and complete registration.

## Troubleshooting (common errors)

- A unique username must be chosen (this should be the same as the users' email address).
- Make sure you are logged in as an organisation admin. Only they have the permissions within an organisation to add users.

## Related guides

- **Allocating courses to users** (how to add previously bought course licenses to your new users).