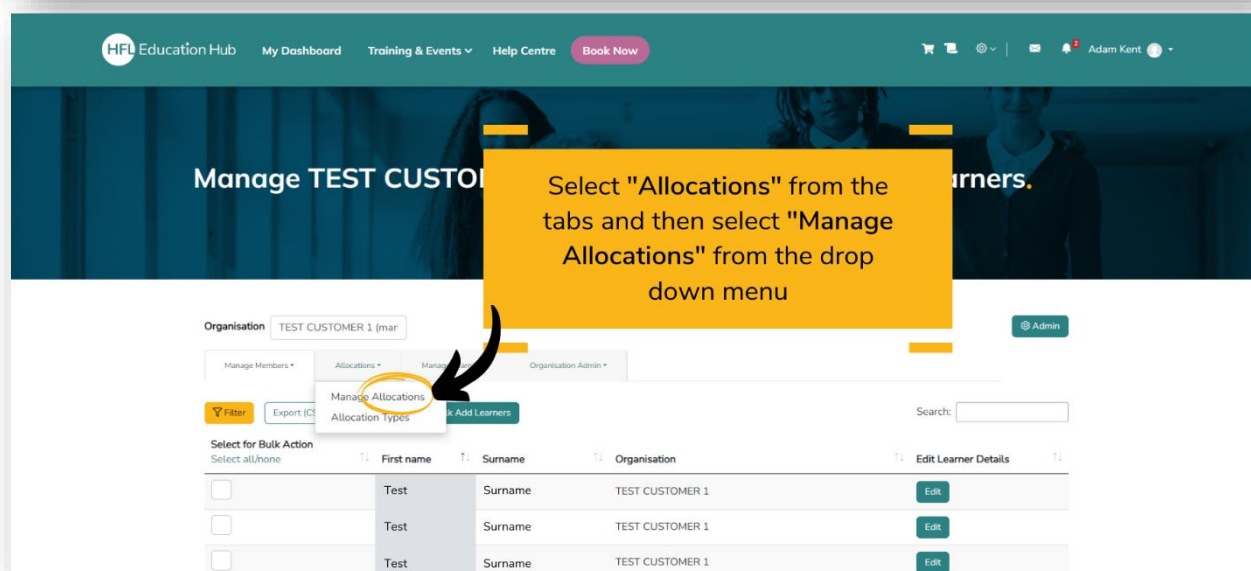
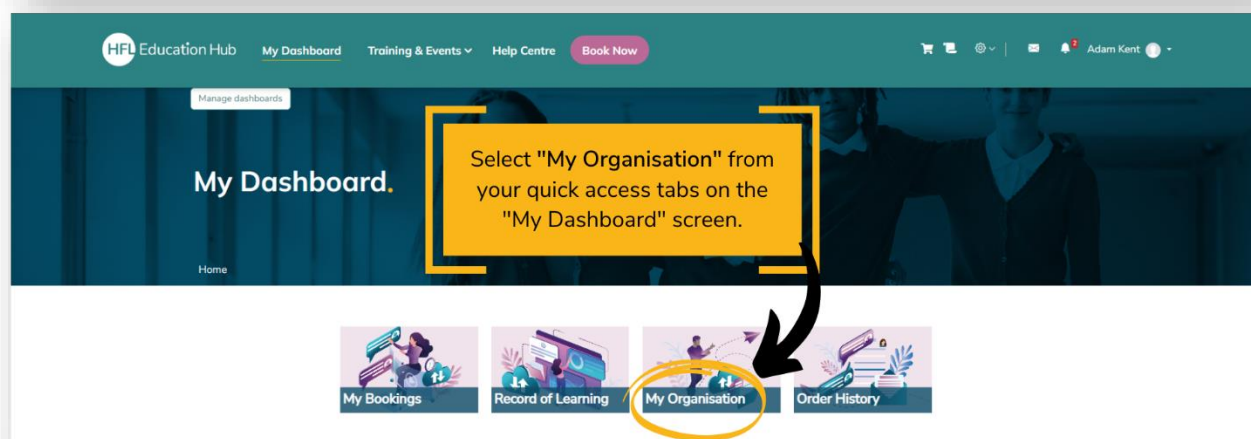


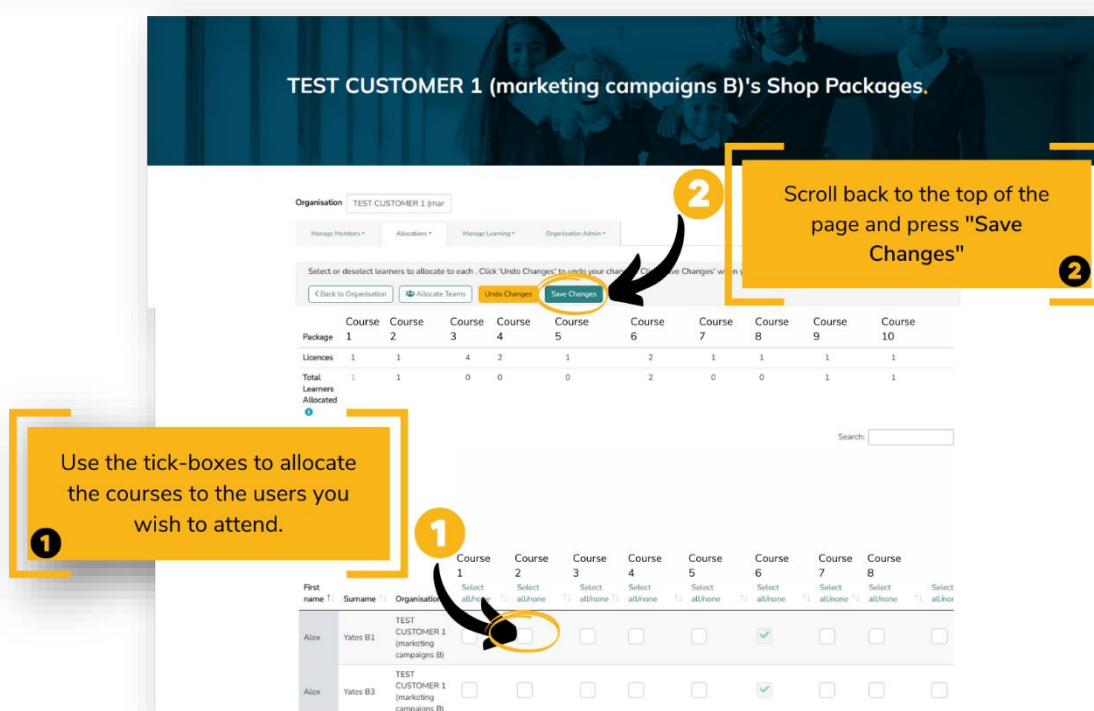
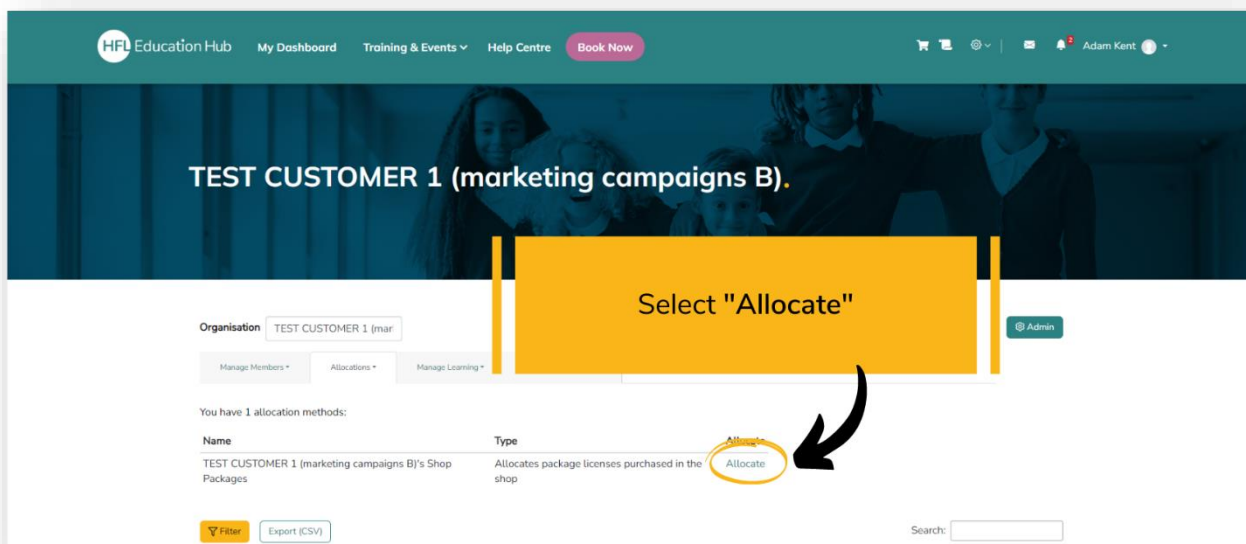
## Who is this guide for?

- **Organisation administrators** (headteachers and office managers) looking to **allocate** courses to individuals.
- This process will only work once a **course license** has been **purchased** on the shop.

## What is in this guide?

- How to **allocate a pre-bought course** license to users within an organisation. This will allow them to attend the course.





## Outcome

- Completing these steps will enrol your users onto courses you have purchased.

## How will I know it has worked?

- The user/s you have allocated the course to will receive an email notification telling them they have been enrolled on the course.

## Troubleshooting (common errors)

- Check you have already purchased a course in the shop. It will not be possible to allocate a course to a user within your organisation until after the license has been purchased.
- After allocating the course (Step 5 Part 1), make sure you scroll up and select "Save Changes". Exiting the page before doing this will reset the page and the course will not have been allocated.