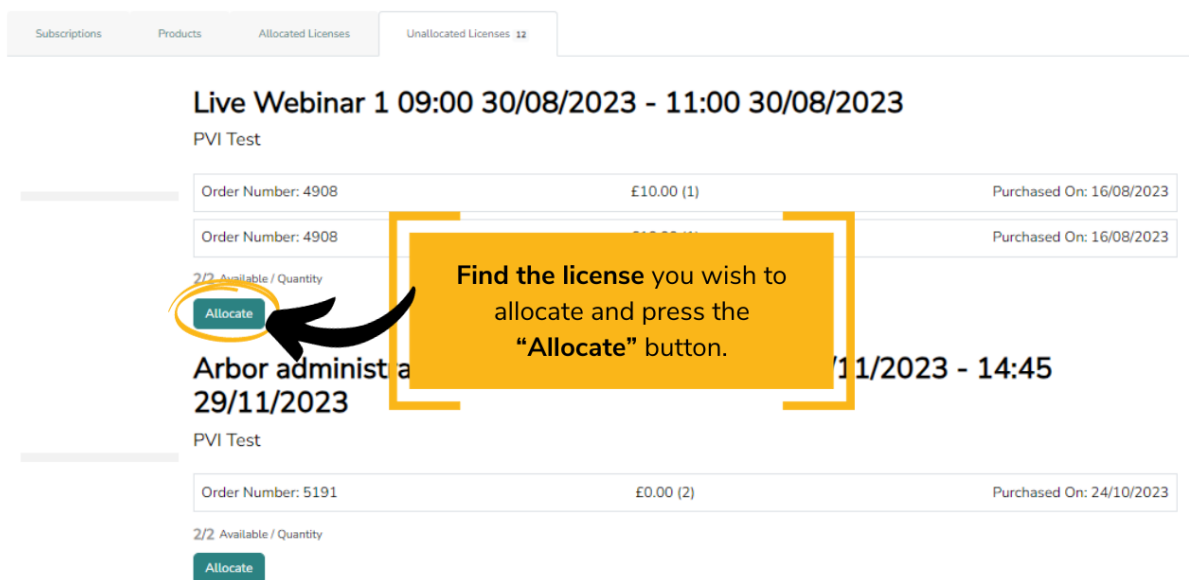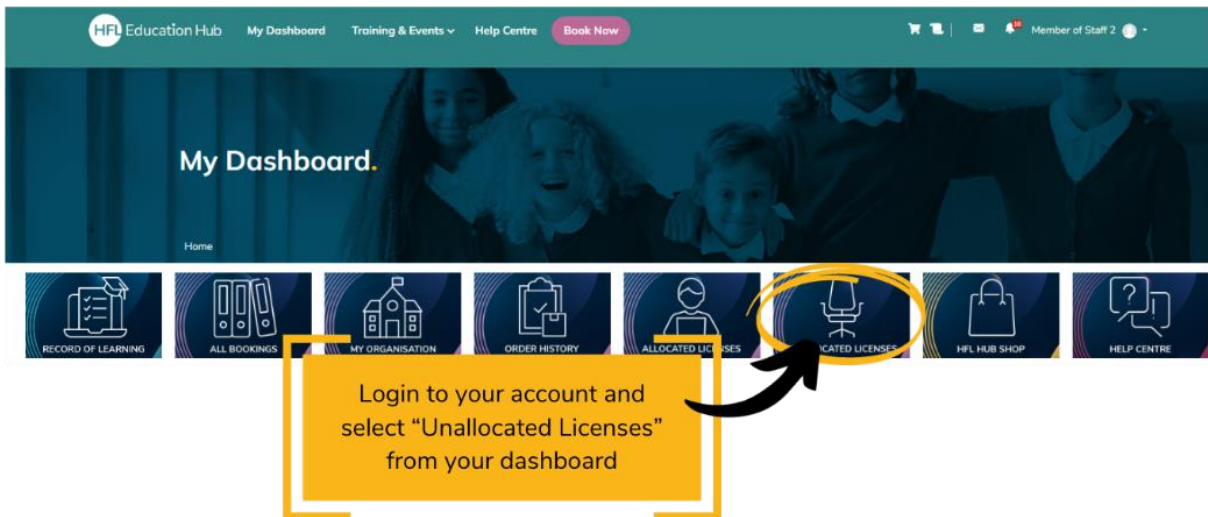## Who is this guide for?

- **Organisation administrators** looking to **allocate** courses to individuals.
- This process will only work once a **course license** has been **purchased** in the shop.
- You can allocate courses to users **immediately after purchase**. To see how to do this, please refer to our guide "Allocating courses immediately after purchase".

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.

Login to your account and select "Unallocated Licenses" from your dashboard

Find the license you wish to allocate and press the "Allocate" button.

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.
- If you wish to allocate the course to a member of staff who does not currently have an account, they will need to be added as a user. Please see our guide **"Adding users to your organisation".**

HFL Education Hub