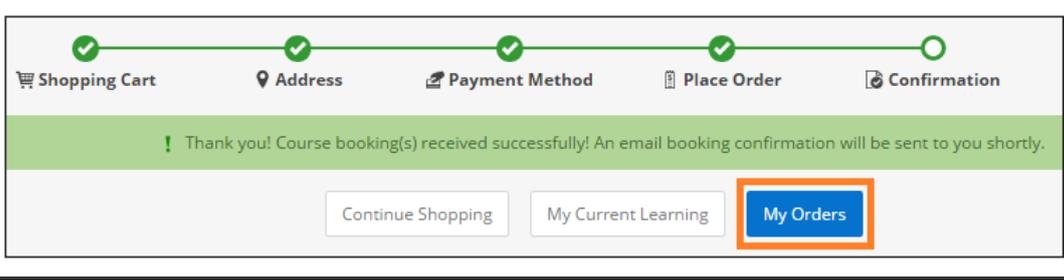
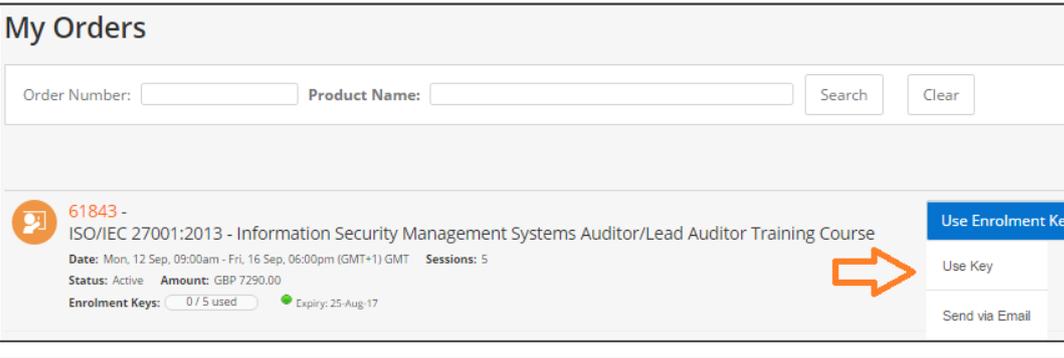
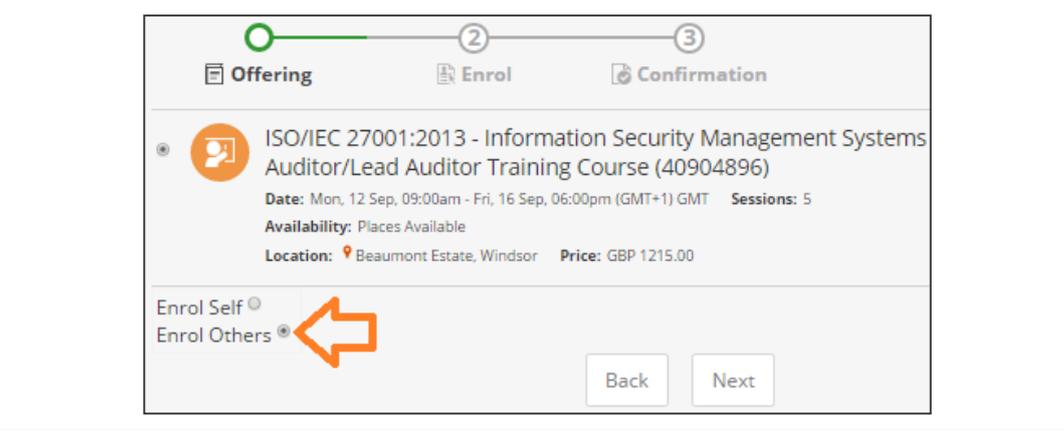
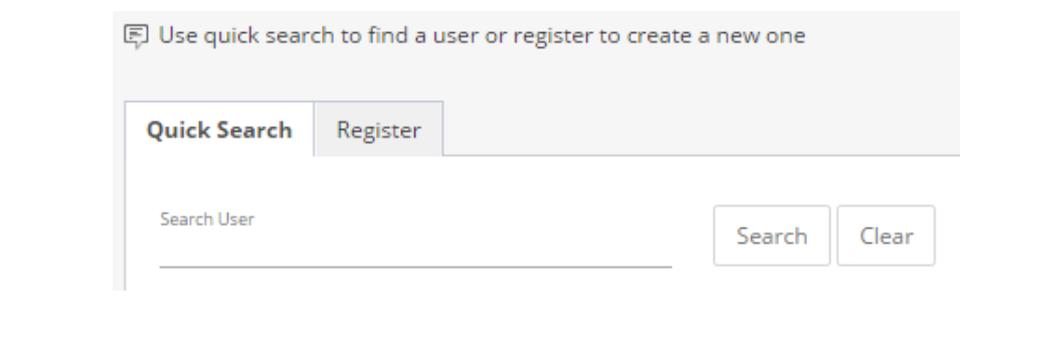


<p>Step 1 After placing an order (or purchasing a course) from shopping cart, click on My Orders button to Enrol Others</p>	
<p>Step 2 Find the order and click on Use Enrolment Key > Use Key</p>	
<p>Step 3 Select the option to Enrol Others</p> <p>Note: Enrol Self option enrolls yourself automatically to the course</p>	
<p>Step 4 You can do a quick search of existing iPlus users in your organisation through the Quick Search tab. If user found, click on the Select button.</p>	

Step 5 Or you can register new users through the **Register** tab. Enter the mandatory information.

Step 6 You may also **Copy Contact Details** to not re-enter the information on the Address details

Step 7 You will find the list of users selected and registered under **Users to be Enrolled**. To enrol them to the course, click on the **Enrol** button.
Note: Users can be removed from the list by clicking on the trash icon.

Step 8 Once successful, it will show used up seats for this order.

The screenshot displays the iPlus interface with a progress bar at the top. The progress bar has three steps: 'Offering' (completed with a green checkmark), 'Enrol' (completed with a green checkmark), and 'Confirmation' (in progress with a green circle). Below the progress bar, a green banner contains the message: '! Inna UK5 Test, Inna UK6 Test Users successfully enrolled.' At the bottom of the interface, there are two buttons: 'My Orders' and 'Use Key'. On the right side, there is a box for 'Order Number 61843' and another box for 'Enrolment Keys' containing the key 'EFEF29D809A1503A' and 'Expiry: 25-Aug-17'. A circular progress indicator next to the key shows '2 / 5 USED'.