

Step 1 After placing an order (or purchasing a course) from shopping cart, click on My Orders button to Enrol Others	Shopping Cart Address     Payment Method     Place Order     Confirmation     In Thank you! Course booking(s) received successfully! An email booking confirmation will be sent to you shortly.     Continue Shopping     My Orders
Step 2 Find the order and click on Use Enrolment Key > Use Key	My Orders         Order Number:       Product Name:         Search       Clear         ISO/IEC 27001:2013 - Information Security Management Systems Auditor/Lead Auditor Training Course       Use Enrolment Key~
	Date: Mon, 12 Sep. 09::013 - Fini (5 Sep. 06:00pm (GMT+) GMT Sessions: 5         Status: Active Amount: GP 729:000         Enrolment Keys:       07.5 used
Step 3 Select the option to Enrol Others Note: Enrol Self option enrols yourself automatically to the course	Iso/IEC 27001:2013 - Information Security Management Systems         Auditor/Lead Auditor Training Course (40904896)         Date: Mon, 12 Sep, 09:00am - Fri, 16 Sep, 06:00pm (GMT+1) GMT Sessions: 5         Availability: Places Available         Location: Places Available         Enrol Self For Self         Back         Next
<b>Step 4</b> You can do a quick search of existing iPlus users in your organisation through the <b>Quick Search</b> tab. If user found, click on the <b>Select</b> button.	Use quick search to find a user or register to create a new one   Quick Search Register     Search User Search     Clear



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Step 5 Or you can	Offering		Order Number 61843
register new users	ISO/IEC 27001:2013 - Information	n Security Management Systems Auditor/Lead Auditor	Enrolment Keys
through the Register tab.	Training Course (40904896)	n Security Management Systems Additor/Lead Additor	EFEF29D809A1503A
Enter the mandatory	Date: Mon, 12 Sep, 09:00am - Fri, 16 Sep, 06:00p	rm (GMT+1) GMT Location: ¥ Beaumont Estate, Windsor	Expiry: 25-Aug-17
information.	民 Use quick search to find a user or register	to create a new one	
	Quick Search Register		
	User Details	Address Details Copy Contact	Details
	Elitali" 	Autores Line 7	
	Last Name*	City*	
	1979-1999 (1997) 197	Country*	
		Postal Code*	<b>~</b>
		Back Register	
Step 6 You may also	Ouick Search Register		
Copy Contact Details to			
not re-enter the	User Details	Address Details	Copy Contact Details
information on the	Email*	Address Line 1*	
Address details	First Name*	Address Line 2	
	Last Name*	City*	
		Country*	~
		Postal Code*	
		Back Register	
Step 7 You will find the	0	3	Order Number 64045
list of users selected and	🗐 Offering 🚯 Enrol	© Confirmation	Order Number 61843
registered under Users to	ISO/IEC 27001:2013 - Information Training Course (40904896)	Security Management Systems Auditor/Lead Auditor	Enrolment Keys
be Enrolled. To enrol	Date: Mon, 12 Sep, 09:00am - Fri, 16 Sep, 06:00pr	m (GMT+1) GMT Location: <sup>9</sup> Beaumont Estate, Windsor	Expiry: 25-Aug-17
them to the course, click	昂 Use quick search to find a user or register t	to create a new one	Users to be Enrolled
on the Enrol button.	↓ User inna.uk6@test.c	com has been created and an email has been sent.	Inna UK5 Test
Note: Users can be	· · · · · · · · · · · · · · · · · · ·		👔 Inna UK6 Test 👘
removed from the list by	Quick Search Register		ENROL
clicking on the trash icon.	User Details	Address Details Copy Contact Deta	ils



<b>Step 8</b> Once successful, it will show used up seats	Offering	Order Number	61843
for this order.	Inna UK5 Test,Inna UK6 Test Users successfully enrolled.	Enrolment Keys	2 / S USED
	My Orders Use Key		