Step 1 After placing an order (or purchasing a course) from shopping cart, click on My Orders button to Enrol Others

Step 2 Find the order and click on Use Enrolment Key > Use Key

Step 3 Select the option to Enrol Others

Note: Enrol Self option enrolls yourself automatically to the course

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.
**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.

![Image of iPlus interface showing enrollment keys and order number]

**Order Number**: 61843

**Enrollment Keys**
- Inna UK5 Test
- Inna UK6 Test

Users successfully enrolled.