


Group Registration Instructions

Please follow the link provided in your email from onlinetrainingcenter@learning.com to take the below steps.

1. Enter the number of educators you plan to enroll in the course. We suggest making this number larger than you think you need.



2. Enter the 'Group Name' that was provided in your email and select 'Create Group.'



Group Name

Individual Group

[Create Group](#)

3. Input the access code provided in your email.



Item Name	Actions
<input checked="" type="checkbox"/> Learning.com for the Synced Educator - Bean City School District	<input type="text" value="75"/> Remove

Access Code Enter your access code if you have one.

[Apply](#)

4. Fill out your personal information, create your Group Leader account and select 'Get Access to the Course.'

Personal Info

Email Address * We will send the purchase receipt to this address.

First Name * We will use this to personalize your account experience.

Last Name We will use this as well to personalize your account experience.

Create an account

Username * The username you will use to log into your account.

Password * The password used to access your account.

Password Again * Confirm your password.

[Get Access to the Course](#)

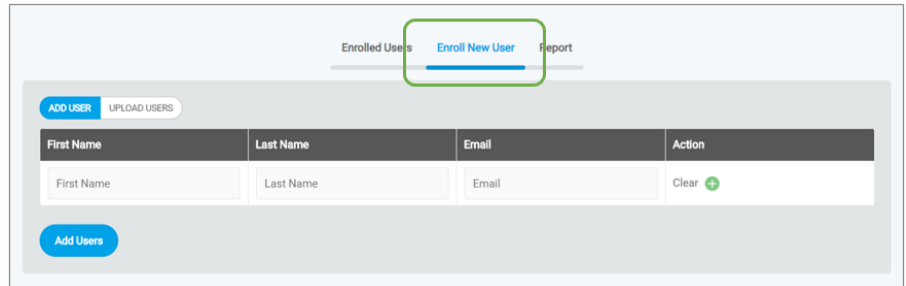
ABOUT LEARNING.COM

Learning.com's digital literacy curriculum enables schools to develop students' technology skills throughout core instruction.

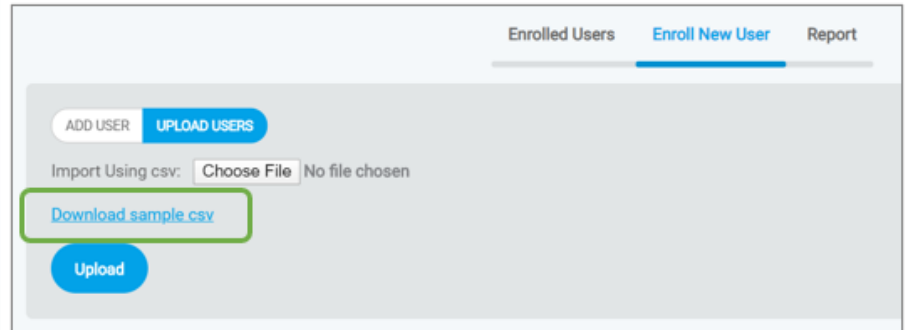
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5. Upon clicking 'Get Access to the Course', **you will automatically be directed to your Online Training Center 'Group Registration' page.** You will also receive an email with a link to your 'Group Registration' page.

6. **Enroll trainees into the training course individually.**

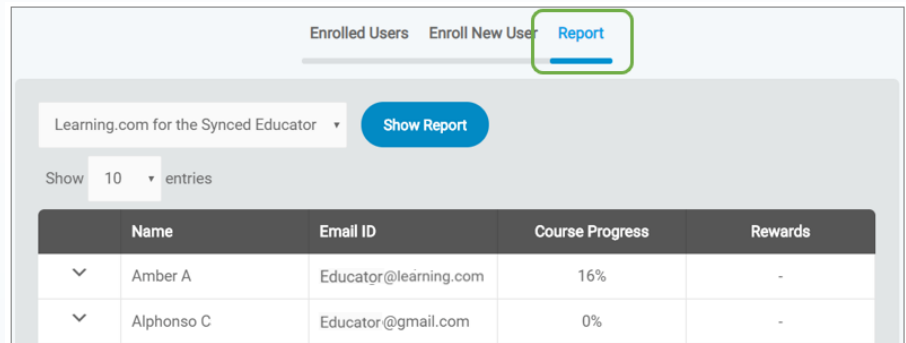


Or **enroll in bulk by uploading a CSV file of trainee information.** (You can download a sample CSV from your 'Group Registration' page.)



Enrolled trainees will receive an email with credentials and access to the training course.

7. **Select 'Report' to view individual progress** of those enrolled in the course.



If you have any questions, please reach out to support@learning.com.