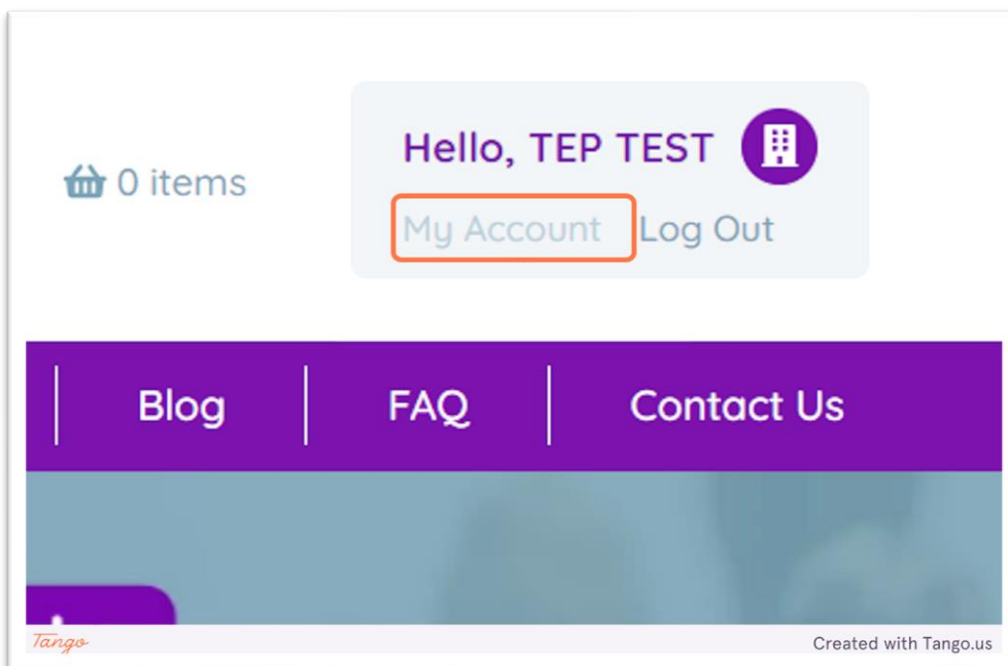
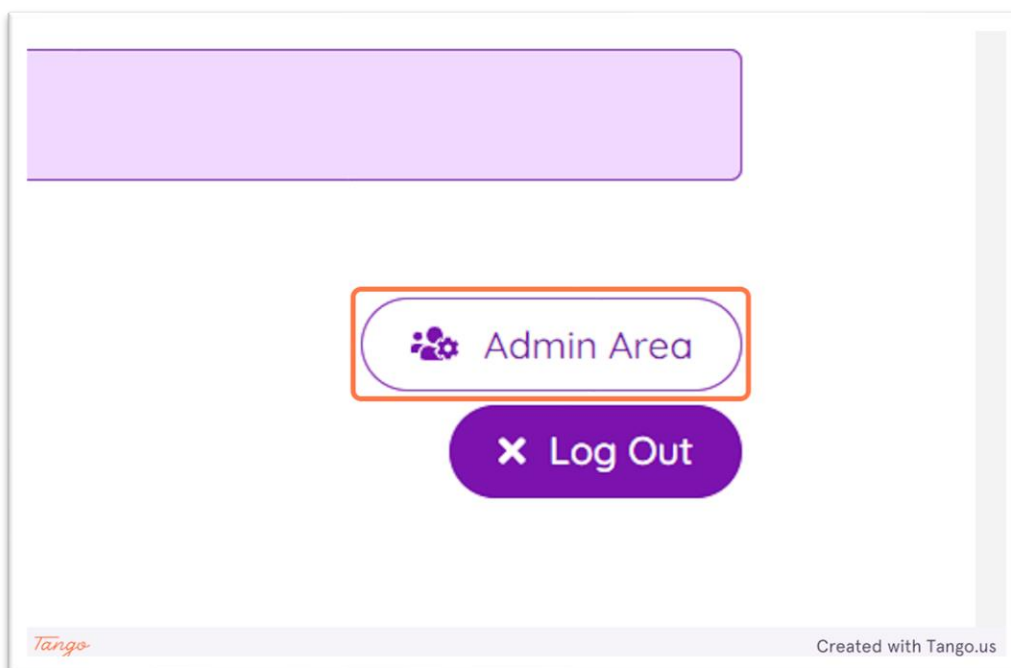


CPD Leaders Guide for Assigning a Course License

1. Visit www.theeducationpeople.org and Logn and purchase the course licenses. Click on **My Account**.



2. Click on **Admin Area**

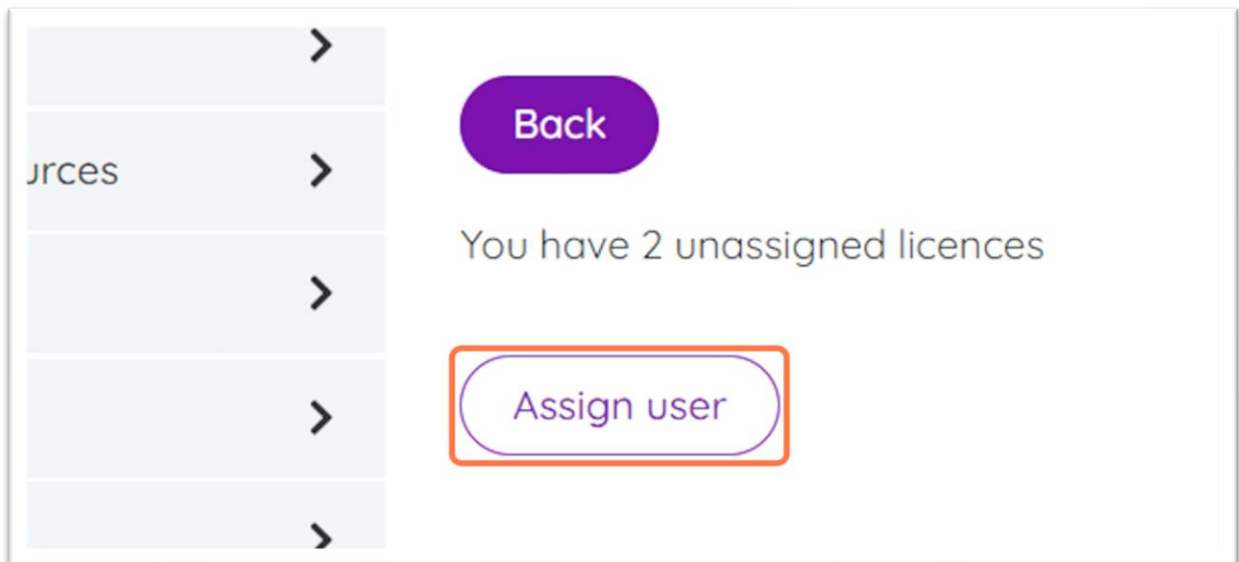


3. Find the course in the list and then click on the pencil icon to the right hand side



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4. Click on **Assign User**



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You have 2 unassigned licences

Assign user



5. Click on **Assign to an existing user**.

Do not attempt to assign a new user here – they must register for an account first.

Assign to an existing user

Organisation:

TEST DIRECT DEBIT

Who would you like to assign An Introduction to Supported Employment and Job Coaching to?

Select existing user

Assign licence to a user from your organisation

Assign to a new user

If the person you would like to assign the licence to is not listed above, you can:

Tango Created with Tango.us

6. Click on the user you wish to assign the license to. Use the **drop down list** or **search function**.

Our E-Learning & Recorded Webinars >

Our Events >

Our Users >

Our Products and Resources >

Our Certificates >

Our Order History >

Our Historical Events >

An Introduction to Supported Employment and Job Coaching

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You have 2 unassigned licences

Assign to an existing user

Organisation:

TEST DIRECT DEBIT

Who would you like to assign An Introduction to Supported Employment and Job Coaching to?

Select existing user

7. Click on **Assign licence to a user from your organisation** to complete the process.

The screenshot shows a web interface for assigning a licence. On the left, there is a vertical sidebar with two grey rectangular buttons, each containing a white right-pointing chevron (>). The main content area is white and contains the following elements:

- The text "Organisation:" is positioned above a white dropdown menu with a downward-pointing chevron on the right. The dropdown menu is currently open, showing the text "TEST DIRECT DEBIT".
- Below the dropdown menu is the text: "Who would you like to assign An Introduction to Supported Employment and Job Coaching to?"
- Underneath this text is a horizontal line, likely representing a list of users.
- A button with rounded corners and a purple border contains the text "Assign licence to a user from your organisation". This button is highlighted with a red rectangular box.
- Below this button is the text "Assign to a new user".
- Underneath that is the text: "If the person you would like to assign the licence to is not listed above, you can:"
- At the bottom of the main content area is a solid purple button with rounded corners containing the text "Assign licence to a new user".



