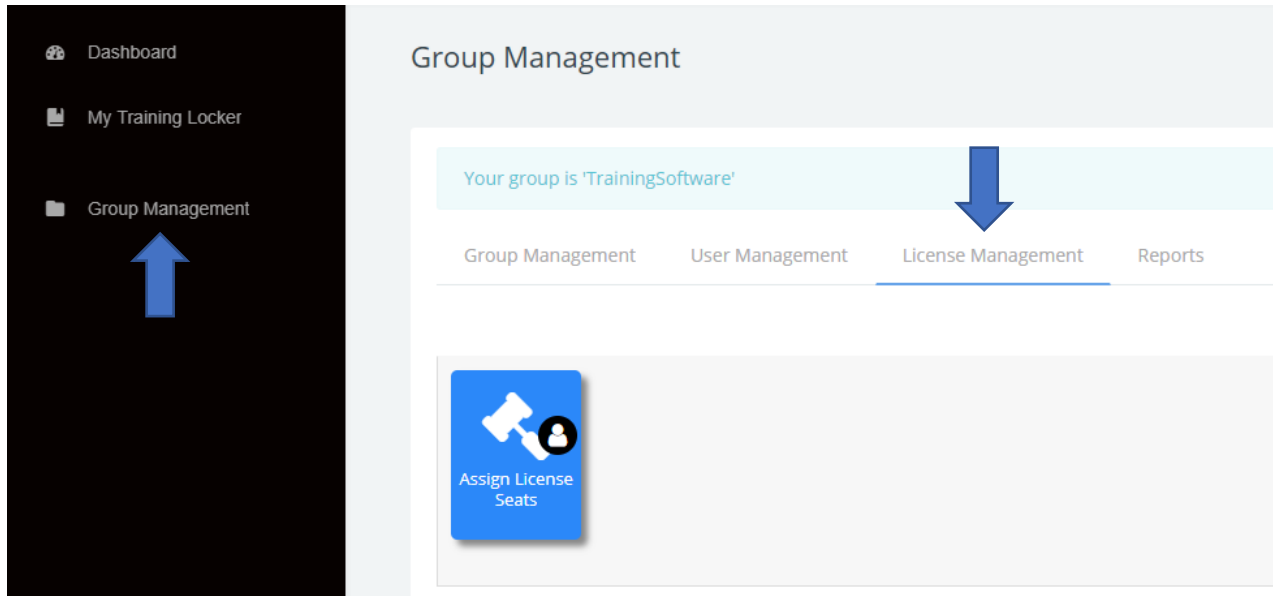# How to Assign a License

To assign a license to a user after a user has been created on the LMS you first need to login to the LMS. Click on the "Group Management" tab, then "License Management" section and finally click on the "Assign License Seats" button.

You'll be brought to a screen with a drop-down box. Click "Choose…". Then select the license you would like to assign to a student. For this example, we will use CompTIA Cloud+ Part 1. By clicking on an individual course like CompTIA Cloud+ you are assigning 1 course to a user. If you would like your users to have access to all of the courses, you would select the Catalog: All Access Training Library.

Group Management - Manage user license seat registrations
Dashboard / Group Management / Manage user license seat registrations

Select a license

Choose… ▲▼

Choose…
70-246 - Monitoring and Operating a Private Cloud with System Center 2012 R2
70-247 - Configuring and Deploying a Private Cloud with System Center 2012 R2
70-410 - Installing and Configuring Windows Server 2012 R2
70-411 - Administrating Windows Server 2012 R2
70-412 - Configuring Advanced Windows Server 2012 R2 Services
70-413 - Designing and Implementing a Server Infrastructure
70-414 - Implementing an Advanced Server Infrastructure
70-417 - Upgrading Your Skills to MCSA Windows Server 2012
70-640 - Configuring Windows Server 2008 R2 Active Directory
70-642 - Configuring Windows Server 2008 R2 Network Infrastructure
70-643 - Windows Server 2008 Applications Infrastructure, Configuring
70-646 - Windows Server 2008 Administration
70-647 - Windows Server Enterprise Administration
70-662 - Deploying Microsoft Exchange Server 2010
70-680 - Installing and Configuring Windows 7
70-685 - Enterprise Desktop Support Technician
70-697 - Configuring Windows Devices
70-740 - Installation, Storage, and Compute with Windows Server 2016 Series
70-741 - Networking with Windows Server 2016 Series

Group Management - Manage user license seat registrations
Dashboard / Group Management / Manage user license seat registrations

Select a license

Choose… ▲▼

70-742 - Identity with Windows Server 2016 Series
70-744 - Securing Windows Server 2016
Agile Certified Practitioner (ACP)
Amazon Web Services: Basic
Amazon Web Services: Intermediate
Angular: Fundamentals
Bootstrap 3.1: Fundamentals
Bootstrap 4: Exploring New Features
Build an eCommerce Site with Angular 5
Business Etiquette and Professionalism
C++ 11: Fundamentals
C++ 11: Intermediate
Catalog: All-Access Training Library
Catalog: Business Skills
Catalog: Cloud Management
Catalog: Cyber Security
Catalog: IT Networking
Catalog: IT Service Management
Catalog: Office Productivity
Catalog: Project Management

If you're assigning a single license choose a single license (any title that does not contain the word "catalog"). If you want to assign a catalog (which is a group of courses) you would choose any title containing the word "catalog".

Once you have chosen a course or catalog search for the students name in the search bar. Then click on the student to highlight them and click "Register license seat". Available users are located on the left-hand side and registered users are on the right-hand side. Once a user has been moved from the left to the right they will have access to the course immediately.

To unassign a license from a user choose a course or catalog and search for the students name in the search bar from the "Assign Licenses Seats" section. Then click on the student to highlight them and click "Unregister license seat". Available users are located on the left-hand side and registered users are on the right-hand side. Once a user has been moved from the right to the left, they will have loose access to the course immediately.