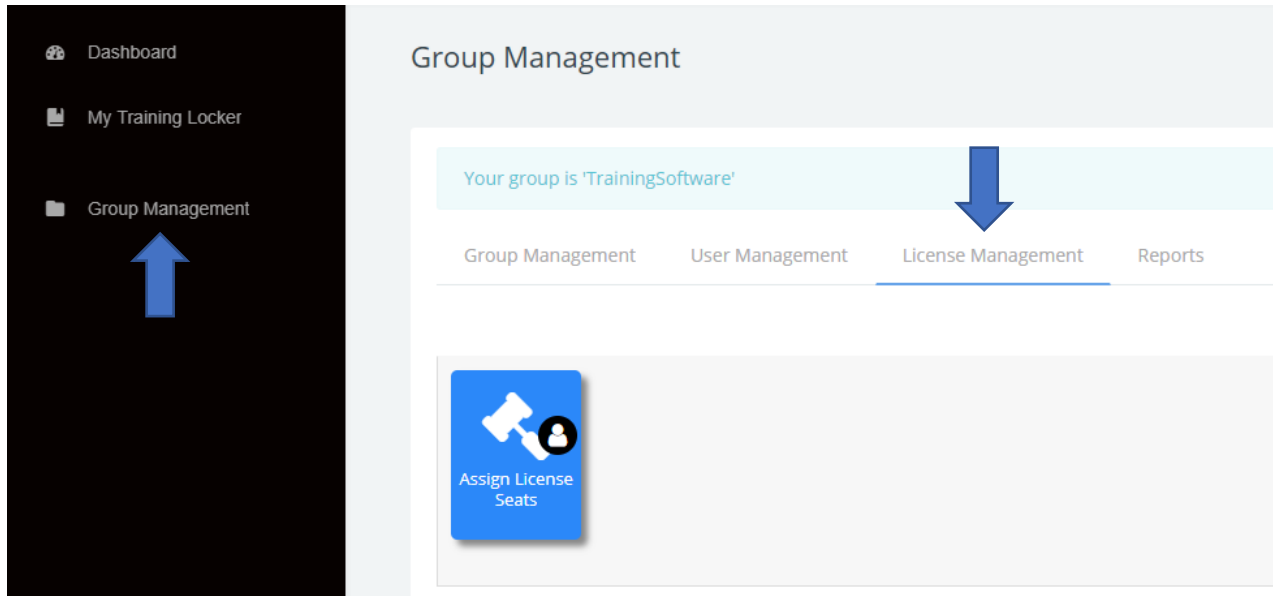


How to Assign a License

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.

The screenshot displays a software interface for license management. At the top, it states "Unlimited license seats available for registration". Below this, there are several dropdown menus for configuration: "Send email on" (with a help icon), "18", "July", "2019", "16", and "35" (with a calendar icon). The main area is divided into two columns. The left column, titled "Potential users matching 'demo' (3)", lists three users: "User Demo (test@gmail.com (TS))", "Student Demo2 (demo2@careeracademy.com (t5))" (highlighted in blue), and "Demo DemoUser (demo@demo1.com (TS))". The right column, titled "Assign License Seats (1)", lists one user: "Student Demo1 (demo1@careeracademy.com)". In the center, there are two buttons: "Register license seat" (with a right-pointing arrow) and "Unregister license seat" (with a left-pointing arrow), with a large blue downward arrow above them. At the bottom, there are two search bars. The left search bar contains the text "demo" and has "Search" and "Clear" buttons. The right search bar is empty and also has "Search" and "Clear" buttons. A blue arrow points upwards to the search bar containing "demo".

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 License 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.

Unlimited license seats available for registration
Send email on ? 18 ▾ July ▾ 2019 ▾ 16 ▾ 35 ▾ 

Potential users matching 'demo' (3)
User Demo (test@gmail.com (TS))
Student Demo2 (demo2@careeracademy.com (t5))
Demo DemoUser (demo@demo1.com (TS))

Assign License Seats (1)
Student Demo1 (demo1@careeracademy.com)

▶ Register license seat
◀ Unregister license seat

demo Search Clear

Search Clear