**Assigning users to programs and certifications**

Once Learning Nexus have created a program or certification for you, administrators can start assigning the learners who will need to complete the program/certification.

Once learners are assigned to a program/certification, they will be provided access to enrol in each selected course.

When adding learners to a program, go to **Quick-access menu** *>* **Programs** *or* **Certifications** and select the *Enrolled users* icon of the relevant title.



Select **Individuals** from the **Add a new** dropdown menu and click **Add**.

Select the **Add individuals to program** button.

**Browse** through the user list or **Search** for a specific individual.

Select the name of each individual to be added.

The selected individuals(s) appear under the **Items to add** area.

Select **Ok** to complete the selection of individuals or Cancel to exit.

Enter an **Assignment due date**.

Select **Save changes**.