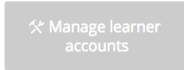


## Registering and Enrolling Learners in Courses at Onyxon.ca

1. Log in to the onyxon.ca portal.
2. Click the “Manage learner accounts” button



*The Course Management page appears with a list of courses you can enroll learners in.*

3. Click the “Manage Learners” button next to the course you want to enroll learners.



*A panel appears with a list of course participants. This includes learners and the instructor(s).*

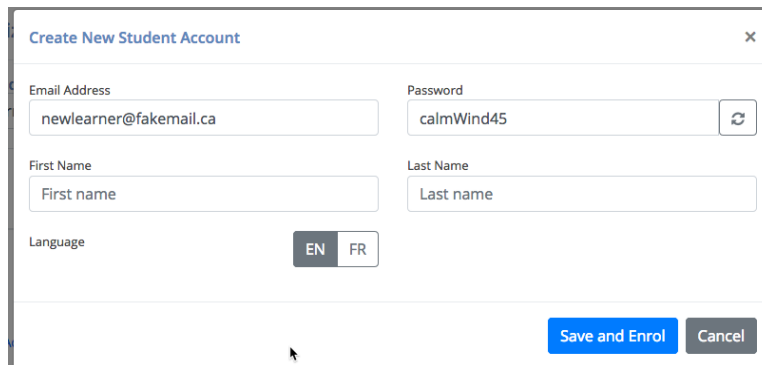
4. Click in the Enrol Student textbox near the top of this panel and type (or paste) the email address of a learner you wish to enroll.



5. Click the “Enrol” button.



*The system will check if the user already has an account. If the user does not have an account, the Create New Student Account panel appears. This panel has fields for the email address, password, first name, last name and buttons to select English (selected by default) or French.*

A screenshot of the "Create New Student Account" form. It has fields for "Email Address" (newlearner@fakemail.ca), "Password" (calmWind45), "First Name" (First name), and "Last Name" (Last name). There are also "EN" and "FR" buttons for language selection, and "Save and Enrol" and "Cancel" buttons at the bottom.

6. Enter the learner’s first name/given names in the First Name textbox.
7. Enter the learner’s last name(s) in the Last Name textbox.

*Note: More than one name can be entered in these text boxes. (Use the same names as in Harts.)*

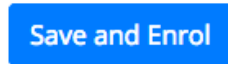
8. Check that the password is appropriate. If not, click the “Generate Password” button.



9. If enrolling learners in French courses, click the FR button to change the Onyx user interface to French for that learner.



10. Click the Save and Enrol button when ready.



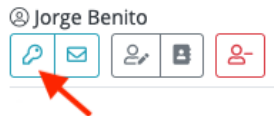
*The Learner has been registered on the site and enrolled in the course. To register and enroll more learners, repeat Step 4 -10.*

## Sending Login Information to Learners

*After registering learners on the portal and enrolling them in a course, they will need two emails from Onyx – an email with their log-in information and a message welcoming them to their course. This section explains how to send the login credentials. See the [Setting up and Sending the Course Welcome Email](#) help file.*

*As learners have been enrolled in the course, their names have been added to the list of course participants. (Note: You should be able to scroll down and up this list. If you cannot, close that panel by clicking the “X” in the top right corner. Re-open this panel by clicking the [Manage Learners](#) button again. The list will be scrollable.)*

1. Locate the name of a learner who needs the site login information.
2. Click the “Send login information with password” button below that learner’s name to send the learner his/her log in credentials.



*(Note: Clicking the “Send login information with password” button should not be necessary if a new student account is not set up. Also note that this button can be used to help learners recover their login information.)*

3. Repeat steps 1 to 3 for all learners who require these emails.