

How to set up your group after purchase

After you have purchased a group licence you will receive 2 emails:

1. Your Order Details
2. Your login Details

Log into <https://haccpmentor.com> with your login details

How to enrol a user

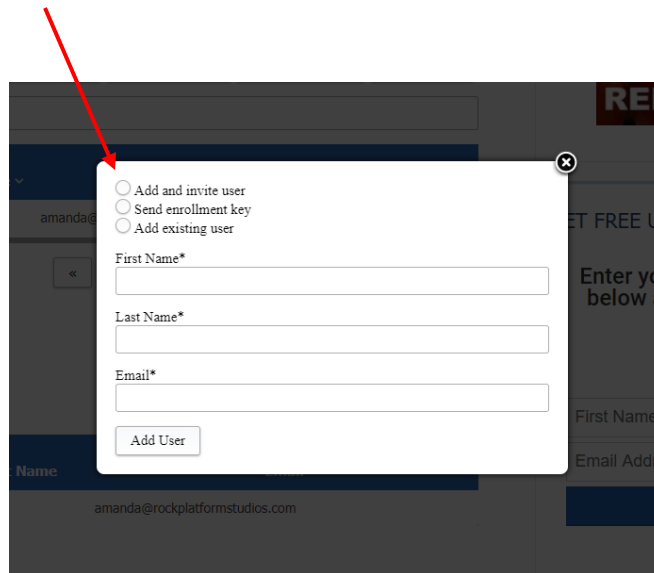
1. Go to **Dashboard** and then select **Manage my Groups** from the dashboard drop down navigation menu.

2. Scroll down until you see the title **Enrolled Users**

Click on the **Add User** button

The screenshot displays the 'Group Courses' section with 4 courses listed: 'An Introduction to Waste Management', 'Food handler health and hygiene', 'HACCP Awareness', and 'Allergen Awareness'. Below this is the 'Enrolled Users' section, which shows '5 Users Remaining / 5 Total Users' and an 'Add Seats' button. The 'Add User' button is highlighted with a red arrow. Below the 'Add User' button are buttons for 'Upload Users', 'Download Keys', 'Progress Report', and 'Quiz Report'. A search bar with a magnifying glass icon and the text 'Search' is also visible. At the bottom, there is a '20 Per Page' dropdown menu and navigation arrows.

3. Click on **Add and invite user** (select the radio button)



The image shows a modal window for adding a user. At the top, there are three radio buttons: "Add and invite user", "Send enrollment key", and "Add existing user". A red arrow points to the first option. Below the radio buttons are three text input fields labeled "First Name*", "Last Name*", and "Email*". At the bottom of the modal is a button labeled "Add User". The background is a blurred screenshot of a user profile page with the email address "amanda@rockplatformstudios.com" visible.

Note: Please **do not** select the second option of “Send enrolment key” (this will cause headaches for all involved)

Optional Step

4. If you would like to add yourself (the group manager) as a course participant, click on **Add existing user** and enter your details including the email that you purchased the multi-user course package with.
5. All enrolled users will now be able to access their courses from the My training page. Select **My Training** from the Dashboard top navigation dropdown menu.