

Logging In

At this point, you should have received your initial username and password information in an email. To begin, open a web browser to www.enrollware.com and click the Client Login at the top right of the home page. That will take you to a login screen where you can enter your username and password. After successfully logging in, you'll be taken to your admin home page. It's recommended at this point to click on My Account, verify your information, **DO NOT CHANGE YOUR PASSWORD**

Initial Setup: COMPLETED BY TC

Before the first class roster is created, a few initial setup have already been taken, These have been Set up by the TC, so should not be needed to be edited by you.

Should a need arise, change of address etc., you will probably not need to visit these screens very often, but they will be available to edit and make changes any time you'd like.

Creating Class Rosters

OK, the hard part is out of the way.

1) Now to create your first class roster, simply navigate to your home admin screen (or Classes and Students -> Classes) and click the Add a Class button.

2) That will take you to a short form where the specific class information is entered. Required fields are: (Course, Instructor, Location, and Course Date, Start and end Time and total hours). You can go back and edit the class at any time to supply the remaining information.

3) Go to the bottom of the page and click the update class button.

Got back up to the top of the page:

This will then allow you to enter the student's names and email addresses

4) From the class edit screen click the Add Student button and fill in the information. (You don't need to fill in Student's address, phone etc, just student and email address is enough.) If the class has not yet been held, the status and test score fields may be left blank and filled in later for all students by clicking the Edit Scores button under the student list.

Once all of the student information and scores are entered, you will see the list of students below.

5) You must enter each participants' scores by clicking the edit scores button and change their status from Pending to complete. The Save Changes and hit the back button (**IF, it's a heartsaver course there are not scores, so if they passed, just enter 100 for each one or PASS, you can enter 100 and then hit it copy button to fill in all scores for the roster to be the same**)

6) You must Sign (type in your name at the bottom of the page and hit the update course button to save everything you have completed.

7) Scroll back up and click the Finalize Roster button

Once that is done, you can View Roster. From there you can view, print, or email the class roster.

This is part one, which we hope will make it much easier for you to enter the information and get it submitted quickly.

This will allow us to verify and review the roster to ensure that everything has been entered correctly.

We will then Issue the eCards to your students. The eCard #'s will be available to you on the Enrollware Website should you need them.