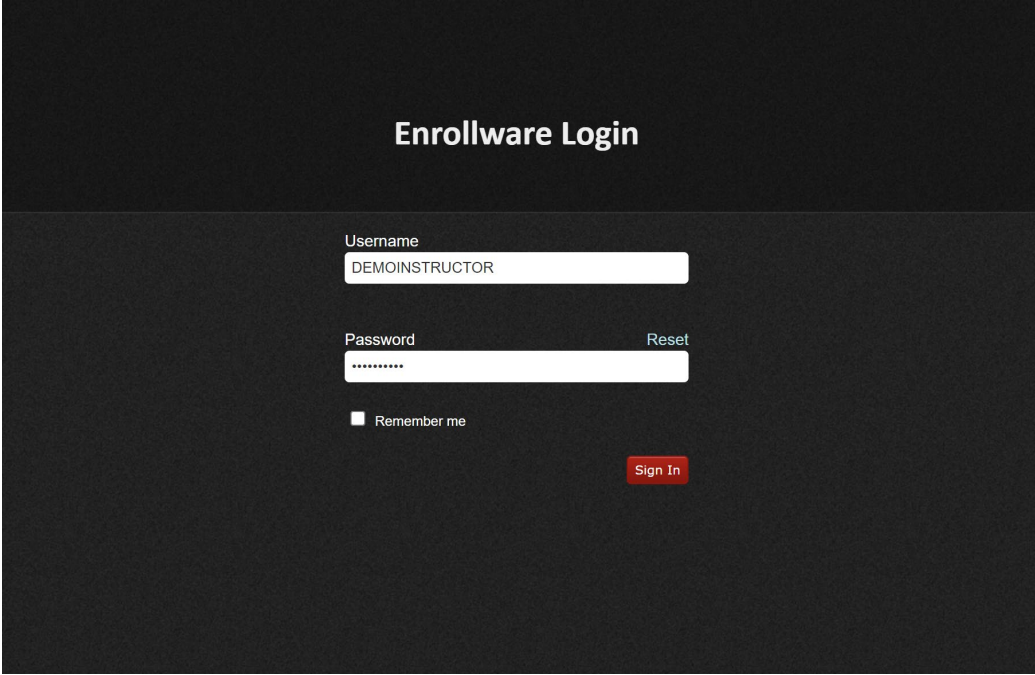


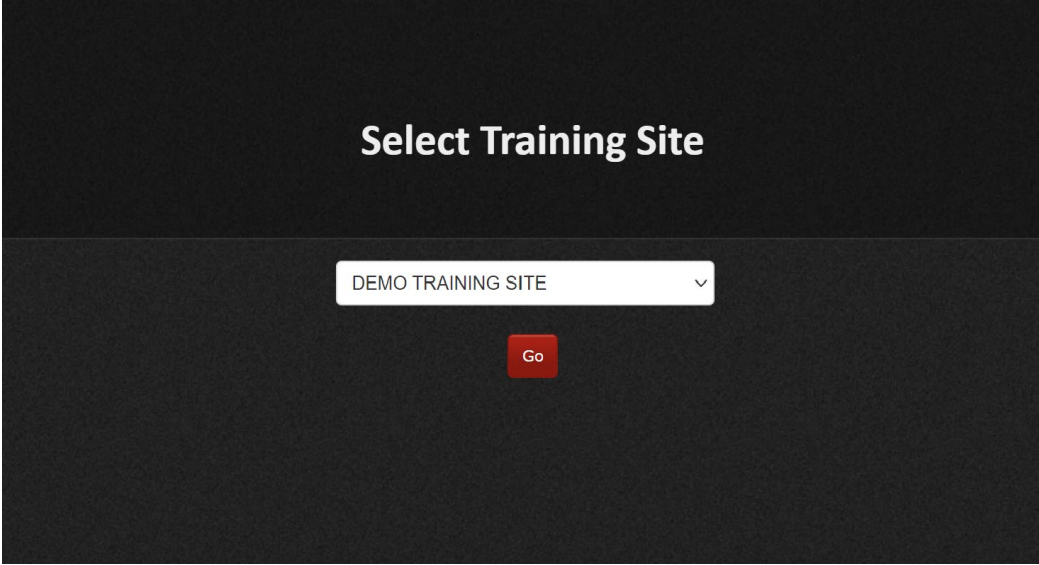
How to Use Enrollware

If you are with a site and teaching a course for that site, you will use your login for that site.

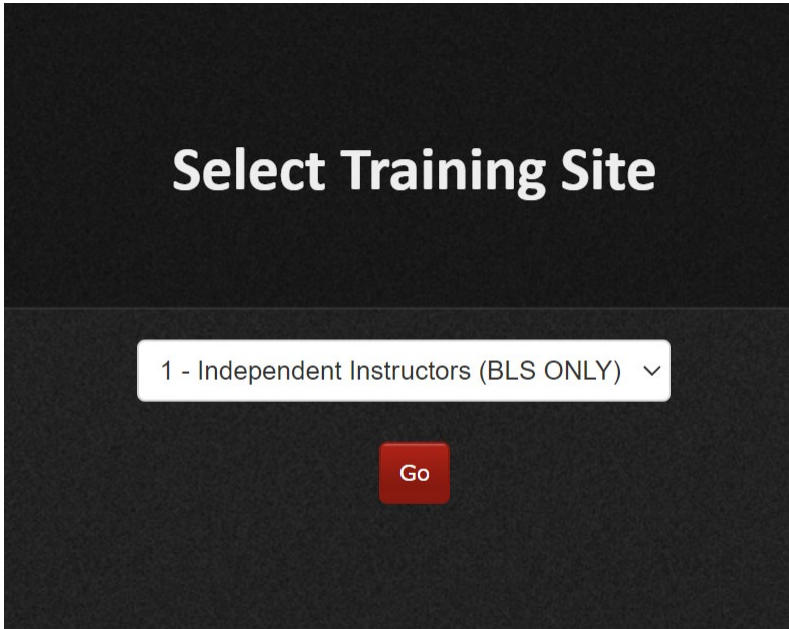
Every instructor has two logins. One for the site (if applicable) and an individual login. To choose which login this is done after entering your password.



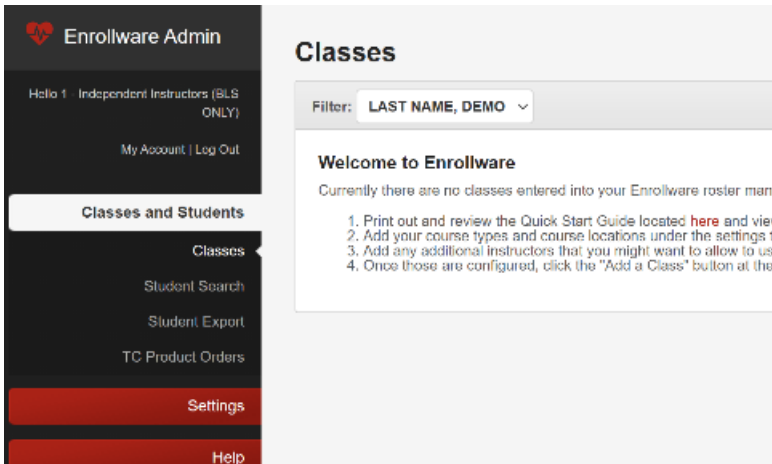
Next screen will appear:

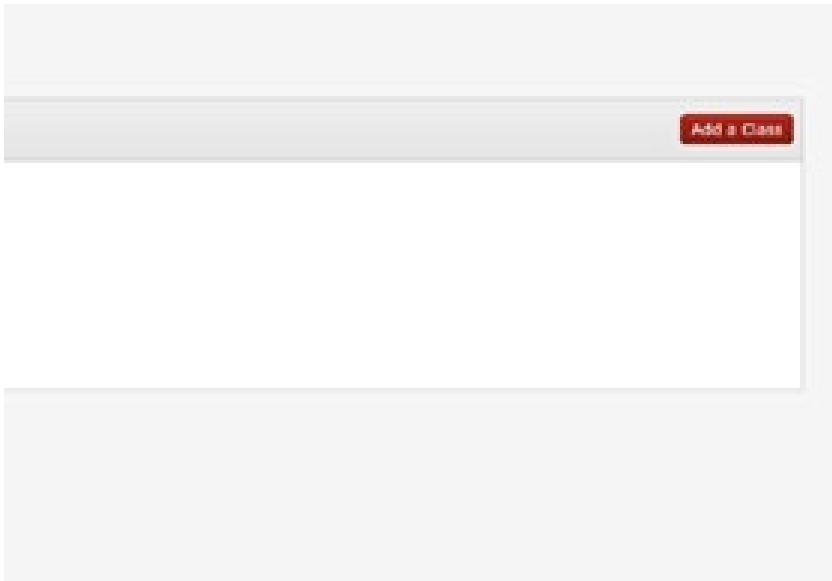


Select either the site or



Click on add class:





Once the class is added and the proper paperwork is uploaded finalize the roster and order the cards using the Product Order Form button. .

Student List Add student

Student	Status	Codes	Phone	Action
1 Zakaras, Kerrie <small>kerrie@bseeeducation.com</small>	Complete	PULL ID-SEE NOTES	623-980-6204	

Showing 1 to 1 of 1 entries

[Export](#) [PDF Scores](#) [Finalize Roster](#) [Print Cards](#) [Student List](#)



Class Details Product Order Form

Course:	Basic Life Support (BLS)
Instructor:	DEMO LAST NAME
Location:	Church 1221 Main Street
Start Time:	6/3/2022 at 1:00 PM
End Time:	6/3/2022 at 4:00 PM
Total Hours:	3
Assistants:	Click to Select
Student/Manikin Ratio: <small>if applicable</small>	1:1
Notes:	Do they show up
Documents:	Choose File No file chosen
Instructor Signature:	I verify that this information is accurate and truthful and that the course was taught in accordance with AHA guidelines. All equipment utilized during the course was properly decontaminated in accordance with American Heart Association or manufacturer's standards. My signature is represented by my typed name below. Lead Instructor Signature

[<< Back](#) [Update Class](#)

[Add student](#)


Action

204  

[Export](#) [Edit Scores](#) [Finalize Roster](#) [Print Cards](#) [Student List](#)

[Product Order Form](#)

Upload PRIOR TO FINALIZE

Documents: 	<input type="button" value="Choose File"/> No file chosen
structor Signature:	<p>I verify that this information is accurate and truthful and that the course was taught in accordance with AHA guidelines. All equipment utilized during the course was properly decontaminated in accordance with American Heart Association or manufacturer's standards. My signature is represented by my typed name below:</p> <input style="width: 90%;" type="text" value="Lead Instructor Signature"/>
	<input type="button" value=" << Back"/> <input type="button" value=" Update Class"/>

If the Roster is not finalized—cards will not be issued.