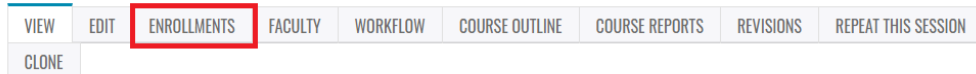


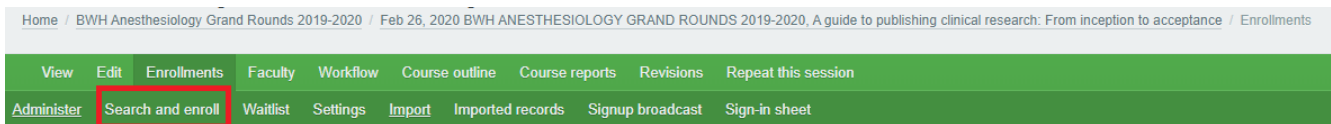
Manually Enrolling an Individual in a Session

1. Navigate to the session you need to enroll the person in
2. From the menu bar below the session title, click **Enrollments**

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3. Click **Search and Enroll**



4. Enter the person's information in the search bar and click **Apply**

Username User: E-mail First name Last name

5. Check the box next to the correct name/account, then click **Enroll User**

Operations				
<input type="button" value="Enroll user"/> 1 row selected (reset)				
	Username	E-mail	First name	Last name
<input checked="" type="checkbox"/>	ew733@partners.org	EWELCH2@PARTNERS.ORG	Emily	Welch

6. On the next page, click **Confirm**

You selected the following *item*:

- Emily Welch

Once you click confirm, the person will be able to go to the session link and complete the evaluation/claim their credits