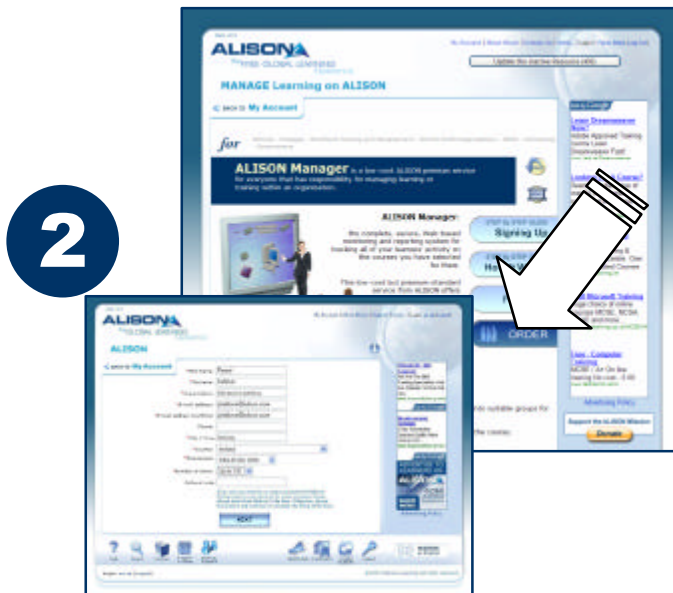


## Signing Up for ALISON Manager

To learn on ALISON, all learners must first register. Once logged in, you will see the **ALISON Manager icon at the bottom of your My Account page**. Click this icon to go directly to the ALISON Manager page.



Click the **ORDER** button to go to the order page. Once your order details are received, your **ALISON Manager registration information is e-mailed to you**.



Your registration e-mail contains your Manager Name, course selected and an **enrolment key specific to that course**. You send this key to each of your learners so that they can join your group and allow for you to manage their learning.



Each learner selects the course chosen by you and clicks on the **START** button. They will be prompted to **enter the enrolment key you provided**. Immediately, they are learning, and you are managing!