Deltek Learning Zone
How to Enroll and Drop Users as a POC

Enroll Users in a Learning Path or Course

As a Point of Contact (POC), you are able to enroll all other users in learning paths or courses via the following steps.

Enroll Users in a Course

The following enrollment steps apply when enrolling users in a selected course:

1 On the Course Profile screen click **Enroll Students**.

2 On the Class Enrollment screen, click **Select Students**.

> **Note**: Leaving the **Search Field** blank and pressing the **Search** button will return a list of all student in the database.
> From this list you can then check selected names, or use the **check all** button at the top of the list, to quickly mark multiple students for enrolment.

3 Add users from the **Select Students List**.
From this list you can then check selected names, or use the **check all** button at the top of the list, to quickly mark multiple students for enrolment.

4 Click **Confirm Selection**.

5 Click **Enroll.**

> **Note:** POCs have the option to enroll users at the Learning Search Page or within the Learning Profile Page.

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Enroll Users in a Learning Path

The following enrollment steps apply when enrolling users in a selected learning path:

1 In the **Learning Search Page**, select your preferred learning path from the list.
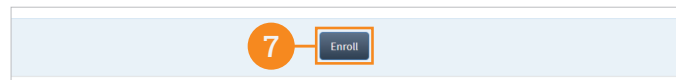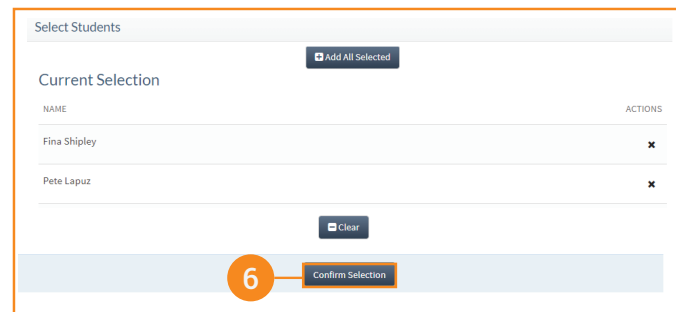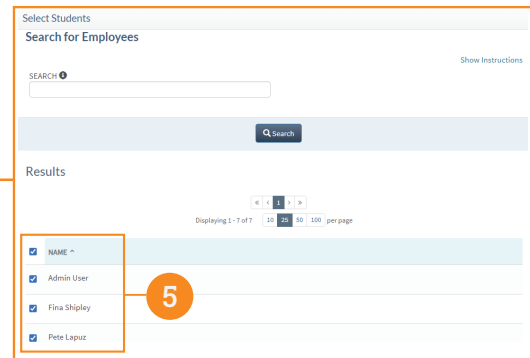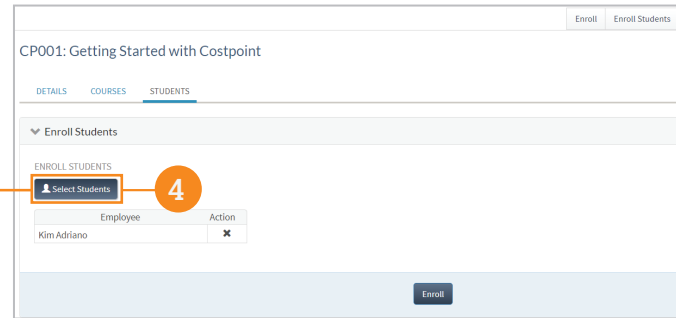
2 Click the **Actions** button.

3 Click **Enroll Students**.

4 On the **Students** tab, click **Select Students**.

> **Note:** Leaving the **Search Field** blank and pressing the **Search** button will return a list of all student in the database.
> From this list you can then check selected names, or use the check all button at the top of the list, to quickly mark multiple students for enrolment.

5 Add users from the **Select Students List.**

6 Click **Confirm Selection**.

7 Click **Enroll**.
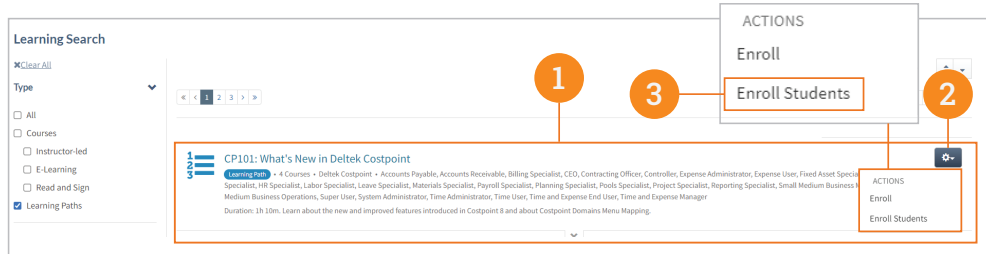
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Drop Users from a Learning Path, Course or Class

As a Point of Contact (POC), you can also drop enrolled users from a learning path, course or class. When a user is dropped, waitlisted users will be automatically enrolled to the learning path or course in a **first-in, first-out** basis.

Drop Users enrolled in a Learning Path or Course

The following steps apply when enrolled users are dropped by a POC from a learning path or course:

1 On the **Users** screen, select the preferred User Profile.

2 On the **User Profile** screen, select the learning path or course that the user will be dropped from.

3 Click **Drop Student**.

4 On the dialogue box, click **OK** to confirm.

Drop Users enrolled in a Class

The following steps apply when enrolled users are dropped by a POC from a class:

1 On the **Class Roster** section of the **Course Profile** screen, click **Drop Student**.

2 On the dialogue box, click **OK** to confirm.

Questions? Email us at **DeltekUniversity@dlz.deltek.com**.