

Group Leader Marketplace Training Enrollment Guide

First time logging in?

As a reminder, here is the Evolve e-Learning website URL: <https://evolveelearning.com>

To log in to your Group Leader account, head to the Evolve e-Learning website and select “**Training Login**” or follow this link: [Training Login](#)

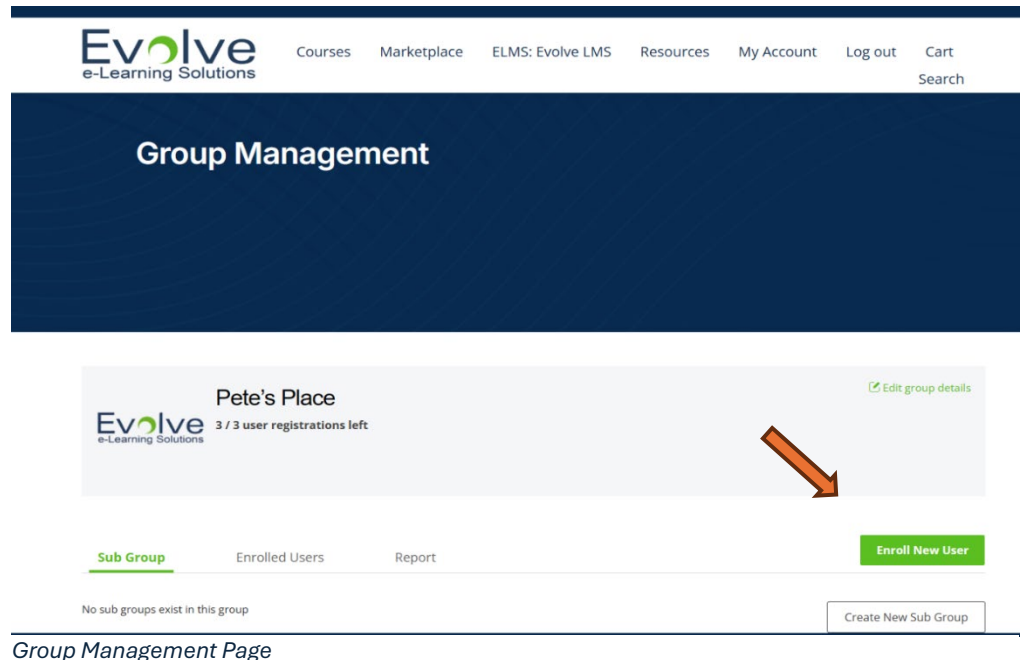


When you log in as a Group Leader, you will first arrive at the **Group Management** page.

(see image below)

Step 1:

To enroll new users, select the lime green ‘**Enroll New User**’ button toward the bottom right of the page.



Group Management Page

When you select ‘**Enroll New User**’ an Enroll New User pop-up will appear (see image on the next page).

Step 2: Adding User(s)

You have two methods available for adding users:

- (1) **Add Users**; and
- (2) **Upload via CSV**

Enroll New User Pop-up

Method 1: Adding users via 'Add Users' tab:

- Add a single user by inputting their first name, last name, and email address, and then hitting Submit.
- To add multiple users, input the first name, last name, and email address of a user, and then select 'Add more users'
- Go through the input process for each user. When you have finished inputting and adding all users. Hit 'Submit'

Method 2: Adding Users via 'Upload via CSV' tab:

1. Select 'Upload via CSV'
2. A pop-up menu will appear, allowing you to upload a CSV file.
3. Once you have added the CSV file from your computer or laptop, hit 'Upload'
4. After a properly formatted CSV is uploaded, you will receive an on-screen Users uploaded successfully notification.

(see image on next page)

Instructions for creating a CSV are provided on the next page.



Users added via either method will receive an email notifying them of their account creation.

Creating a CSV

1. Open Excel or a similar spreadsheet program and create a new spreadsheet
2. Label three columns: First Name, Last Name, and Email (see sample image to the right)
3. Save the spreadsheet as a **CSV**

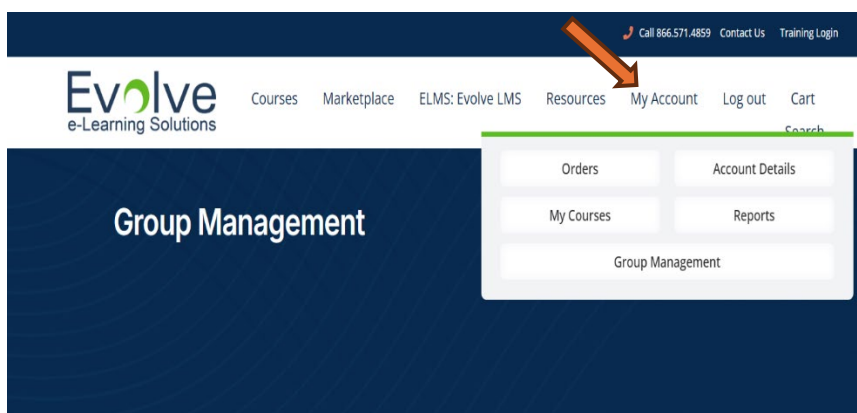
	A	B	C
1	First Name	Last Name	Email
2	Russ	Trojan	russ@gmail.com
3	Alphonso	Cantor	alphonso@gmail.com
4	Gopal	Sharma	gopal.sharma@gmail.com
5			
6			
7			

Reminder: Save the spreadsheet as a CSV file, not an xls (or similar) file.

*If you navigate away from the Group Management page, hover your mouse over **'My Account'** on the header menu panel.

Group Management will appear in the sub-menu drop-down.

Select Group Management and enroll users per the instructions.



If you have any questions or issues enrolling learners, feel free to contact Evolve for support at:
support@evolvelearning.com.