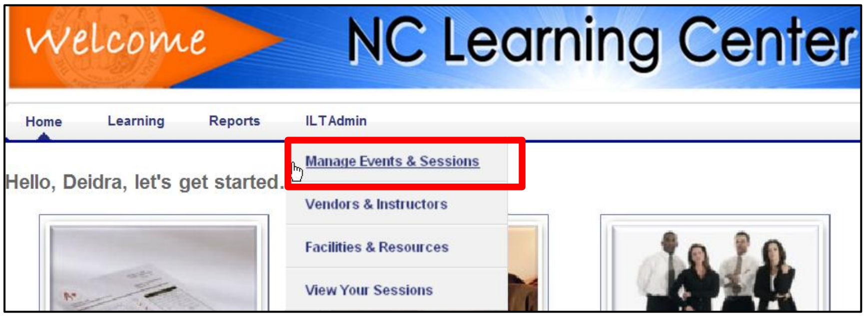
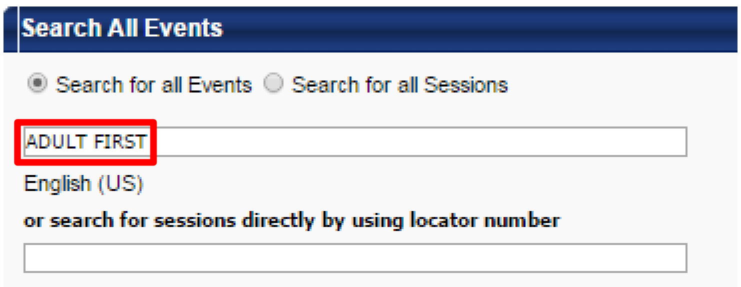
Add a User to a Scheduled Session Roster

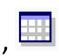
1. After logging on to the LMS through BEACON, click the **ILT ADMIN** tab and select **MANAGE EVENTS & SESSIONS**

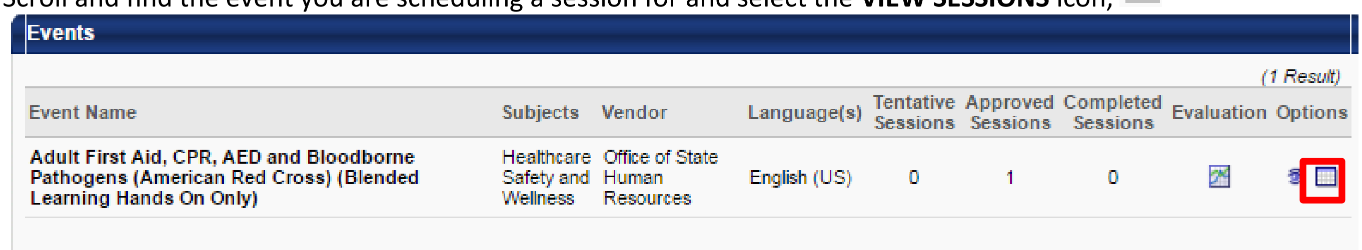


2. Enter a keyword or the title of the event you are creating a session for. In this example, use the keywords "**ADULT FIRST**" is used. Click **SEARCH**

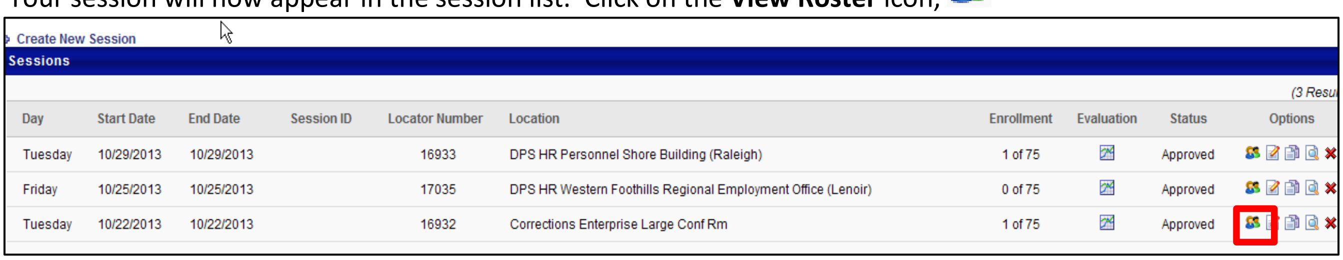


Once you click **SEARCH**, your results will generate below.

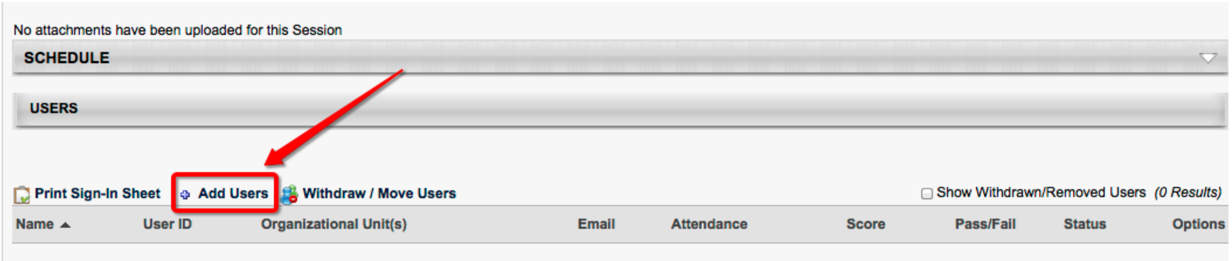
3. Scroll and find the event you are scheduling a session for and select the **VIEW SESSIONS** icon, 



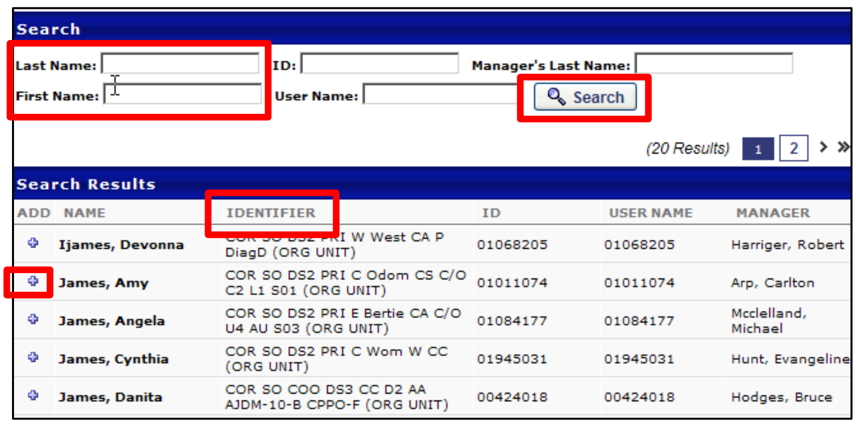
4. Your session will now appear in the session list. Click on the **View Roster** icon, 



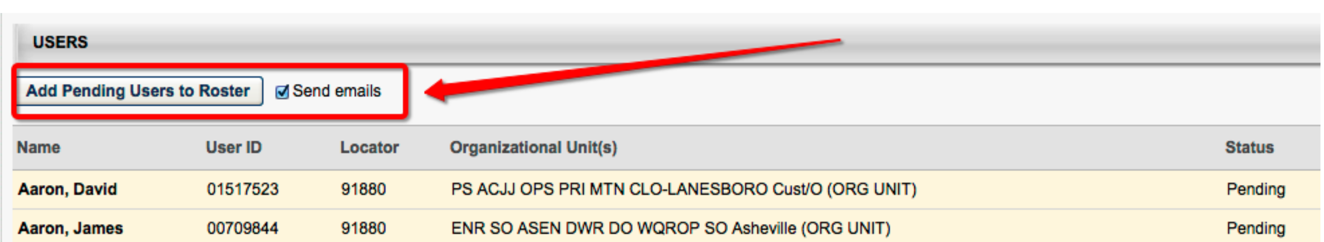
5. You will now see the Session Roster screen, where you will be able to add names to the roster. Next, select **ADD USERS**



6. Select your attendees by typing their last and first name or partial last and first name in the corresponding fields, click on Search. When the name has been located, click the next to the user. Continue to add your attendees. **Important Note:** Use the Identifier column next to the user name to ensure you have the right name. This field provides where the users is located.
   When you have selected all of your attendees, click **DONE**.



7. The system will return you to the Roster screen. The users you selected will be listed in **PENDING** status. To register them, click on **ADD PENDING USERS TO ROSTER.** You also have the option to send (or turn off) the automatic registration emails by using the check box.
   Note: It is recommended to leave this box checked so employees are notified of the training entry/registration.



8. The system will register the users. The Basic ILT should review their roster to ensure it is correct by name, user id (Beacon/Personnel number) and the user's org unit (facility). Please review your roster, you can remove any users as needed by selecting the **REMOVE USER** icon