

# How to Add – Manage Users for Multiple Users

## Login to Course Dashboard



HOME

ABOUT ▾

COURSES ▾

DOCUMENT PACKAGES

E-SHOP

CONTACT US

LOGIN

### Login to your account

Login

[Forgot Password?](#)

# Course Dashboard



USER INSTRUCTION

MY COURSES

BROWSE COURSES ▾

UPDATE PROFILE

LOGOUT



## My Courses

SEARCH



### ISO 9001:2015 QMS LEAD AUDITOR TRAINING



This ISO 9001 Lead Auditor Training course will provide you complete knowledge and necessary skills to plan, conduct and lead a Quality Management System audit and you will get certified as an

[MANAGE USERS](#)



**Click Here.**

# Course Dashboard : Add / Manage Users



[USER INSTRUCTION](#)

[MY COURSES](#)

[BROWSE COURSES](#) ▾

[UPDATE PROFILE](#)

[LOGOUT](#)



**If you want to add your name or repeat customer name as 1 of users, select from dropdown menu**

Manage Course Users - Max Users: 3

Please Select ▾

ADD SELECTED USER+

ADD NEW USER+

**Click Here, to add more user other than yourself.**

**Click Here**

No Course Users found

# Course Dashboard : Assign A Course to User



USER INSTRUCTION

MY COURSES

BROWSE COURSES

UPDATE PROFILE

LOGOUT



## Add User

Name \* Johnson Marwell

Email \* johnson.test-sample@hotmail.com

Username \* johnson.marwell

Password \* ●●●●●●●●

Mobile \* +1999999XXXXX

Address \* 4, XYZ Street, California, United States



**File out all details of users  
and click here to SUBMIT**

SUBMIT

CANCEL

# Course Dashbord : Delete / Re-assign



USER INSTRUCTION

MY COURSES

BROWSE COURSES

UPDATE PROFILE

LOGOUT



Manage Course Users - Max Users: 3

You can add users upto  
max users limit  
(purchased in advance)

Please Select

ADD SELECTED USER+

ADD NEW USER+

You can delete users and add other, till status  
is "Not Started"

Course Name	Name	Register Date	Status	Start Date	End Date	Login Date	Login IP	Action
ISO 9001:2015 QMS Lead Auditor Training	Johnson Marwell	03/03/2022	Not Started	-	-	-		

Delete  
User

All users will receive credentials set by you to their registered email id  
All of them can start and complete their course/ certification individually.

*Thank  
you*



Visit our website:

[www.punyamacademy.com/Eshop](http://www.punyamacademy.com/Eshop)