

Witness to Love - App Instructions

How to Assign a Course License

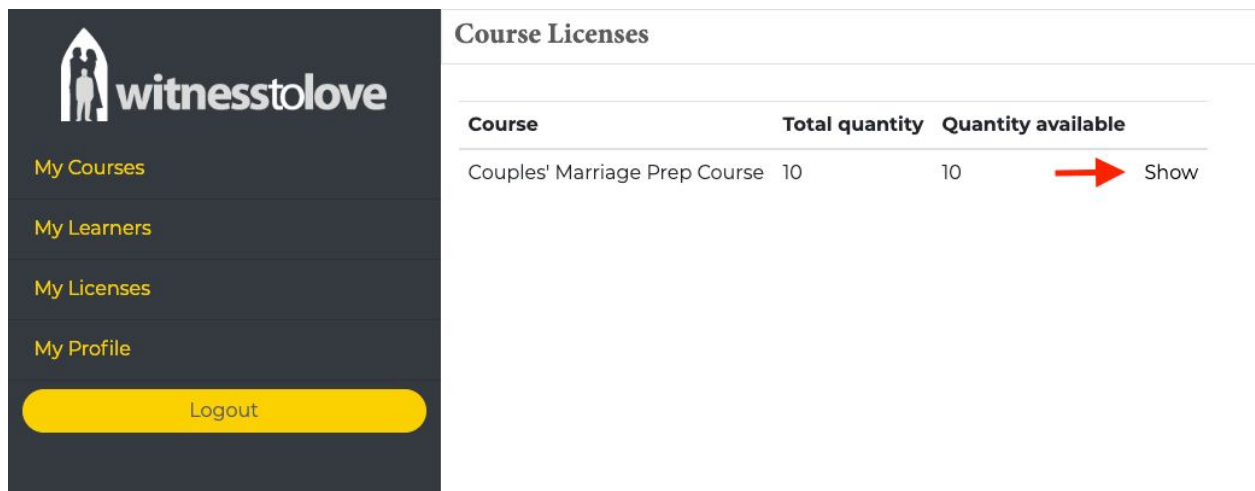
In our improved app, you have control over course “licenses” that allow you to grant access to courses you have purchased from the Witness to Love website.

When you login to your account, you will see a link for **“My Licenses”** in the main menu.




Clicking or tapping this link will take you to a list of all your course licenses.

Choose the license you would like to assign and click the **“Show”** link.



You will now see a summary of the chosen license and how many seats you have left to assign.



witnessstolove

- My Courses
- My Learners
- My Licenses
- My Profile

Logout

Course Licenses

Owner: Michele Frederick - michele@stbernardch.com

Course: Couples' Marriage Prep Course

Total quantity: 10

Quantity available: 10

Quantity used: 0

Learners:

Send Course Invitation



Click or tap the **“Send Course Invitation”** button.

Now either choose an existing user associated with your parish or enter a new name and email to invite a new user into the app and grant them access to the course.



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My Courses

New Course Access

Enter their name and email to grant access to the *Witness to Love* **Couples' Marriage Prep Course**. After you submit their information, if they already have a Witness to Love account they will see the course in their "My Courses" area. If they are a new learner, they will receive an email with a link to set up their account.

User

Select User

OR

Recipient Information

Name

Email address

Select Role

If this is a couple's course, you will be able to **add up to 4 users to each license**. Once you have invited the first user, invite additional users to share the same license (for example, the mentor couple or engaged couple) using the **“Add Learner”** button you will now see within the license seat bar. *If you allow users that are not part of the engaged couple/mentor couple set who are working together it will ruin for you the entire tracking experience. Do NOT add other couples or users to a license if you have already assigned it to a couple and their mentor.*

Course Licenses

Owner: Main Admin - accounts@gianthatworks.com

Course: Couples' Marriage Prep Course

Total quantity: 3

Quantity available: 0

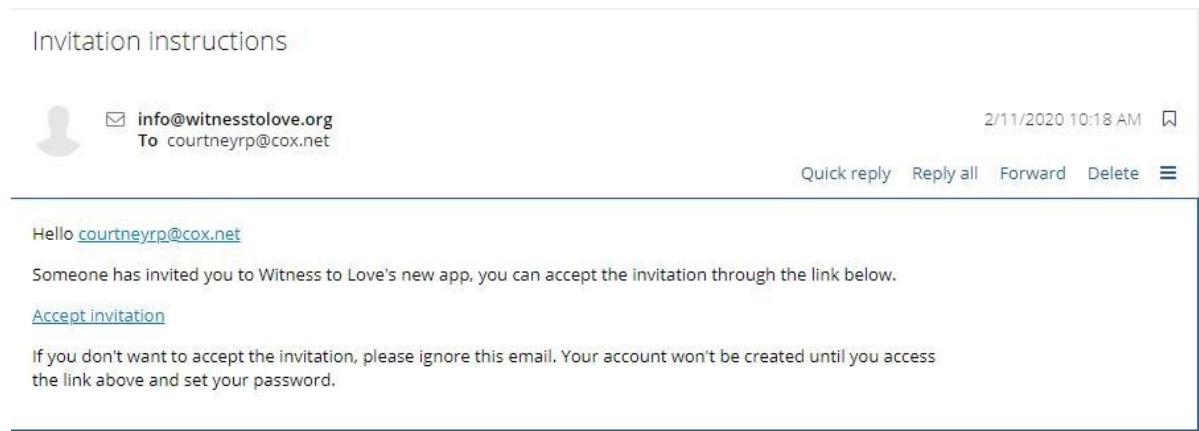
Quantity used: 3

Learners:

License 1
Seat 1 - Courtney Pourclau - courtney@witnessstolove.org
Seat 2 - Main Admin - accounts@gianthatworks.com
Progress: 
 Add Learner

License 2

By saving the information in each 'seat', an auto-email is sent to the new user. If the individual is an existing user, you will need to manually send the reset password link to access the courses: <https://app.witnessstolove.org/users/password/new>



Once the user selects **“Accept Invitation”**, the assigned course will be listed in **‘My Courses’**.

