

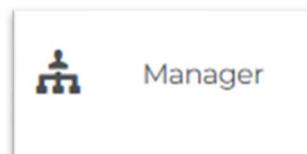
Home Manager Steps to Enroll Learners

1. Login to Absorb at the following link: <https://sccmha-lms.myabsorb.com/>

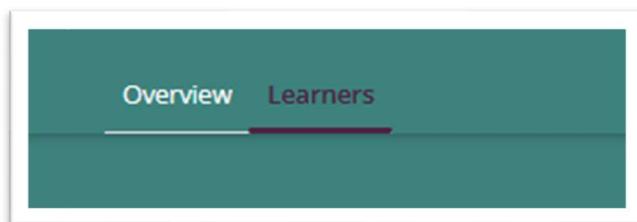
2. From the Dashboard, click the 3 parallel lines to open the menu.



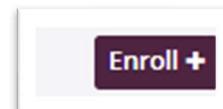
3. Select “Manager” from the drop-down list



4. Select “Learners” in the menu



5. Click “Enroll”



6. Complete the Information on the form

The form is titled “Enroll Learners” and contains the following sections:

- Reports**
 - All My Reports (11)
 - Direct Reports (11)
- Learners**
 - Select Learners :
- Courses** *Required*
 - Select Courses :

At the bottom of the form are two buttons: “Enroll” and “Close”.

Home Manager Steps to Enroll Learners

Enroll Learners

Reports

All My Reports (11)

Direct Reports (11)

Learners

Adina Lopez ✕

Select Learners : ✕

Courses *Required*

1 Trauma-Informed Care-Virtual ✕

Select Session :

Select Courses : ✕

Instructor Led Course

Recipient Rights
Instructor Led Course

Recipient Rights (Self-Led)
Online Course

Trauma-Informed Care-Virtual
Instructor Led Course

1 learners will be enrolled in 1 courses.

Enroll **Close**