# Quick Start for Avionté University Administrators

**1**

Locate the email from Avionté with your AU admin credentials. During implementation your account provides admin access AND enrolls you in the courses as a learner.

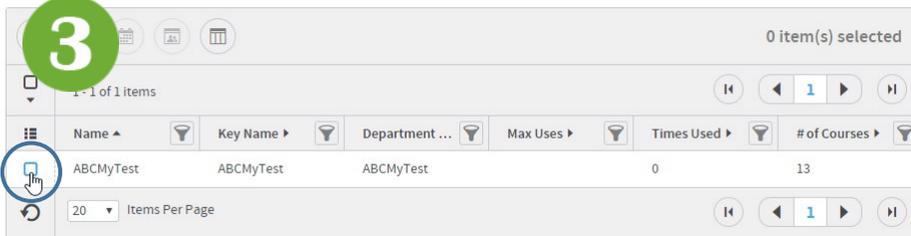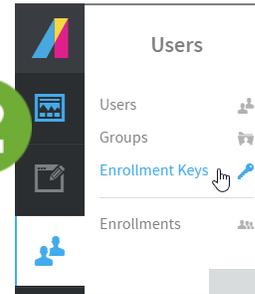**Admin/Learner accounts can navigate between the admin and learner portals**

1. Log in to your Absorb LMS admin account
   https://avionte.absorbtraining.com/Admin/Login
2. Click **Users** and select **Enrollment Keys**
3. Click the checkbox at the far left of the enrollment key.
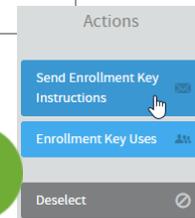
4. Select **Send Enrollment Key Instructions** from the Actions menu.

5. From the Enrollment Key Instructions page, check the **Send to individuals only** checkbox.

6. Add the email addresses of those you are inviting to enroll in Avionté University. Enter only one email address per text field.

7. You may customize the email content, however DO NOT REMOVE any bracketed strings for example {{{KeyName}}}
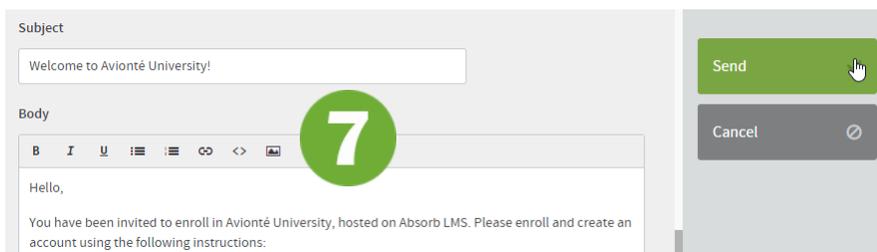
8. Click **Send** and the email will be sent to the addresses you included. Your employees will be able to create an account, which enrolls them in Avionté University, and begin the courses immediately.
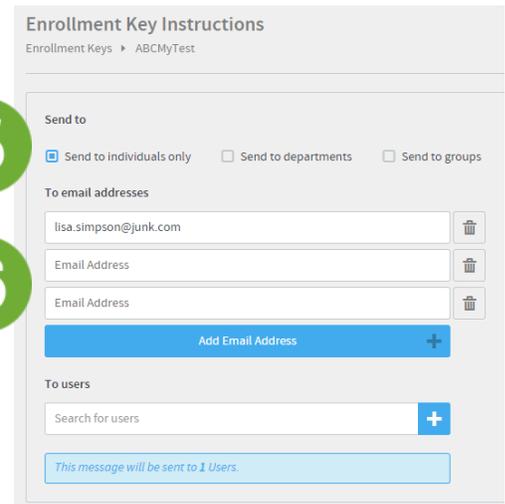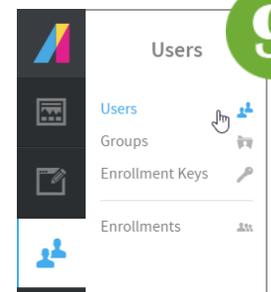
9. Navigate to the Users page. Those employees who have enrolled are listed. Follow up with any employees who have not enrolled. You are listed only once, as both your admin and learner accounts use the same credentials.

**In order to provide the best possible implementation experience, we require that all Avionté users complete *at minimum* the courses related to their workflow**

## 2 Pathing Users

By default a new Enrollment Key includes all courses. You may create a custom learning path for each learner by removing and/or adding courses to their enrollment. View our [Suggested Learning Paths](#).
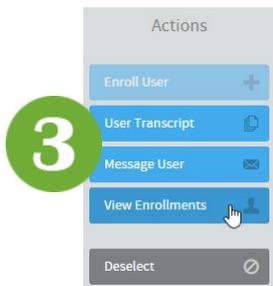
Clients with many learners may prefer to request [Custom Enrollment Keys](#).

1. Navigate to the Users page.

2. Click the checkbox to select the user.
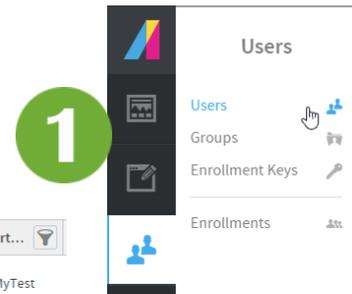
3. Select **View Enrollments**.

4. Select the courses to remove from the learner's enrollment.

5. Select **Un-enroll**.

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## 3 Track User Progress

1. Navigate to the Learner Progress report. This report provides a great overview of all user activity in one screen.

2. To drill down for more detail, click the Course Filter and select the enrolled courses.
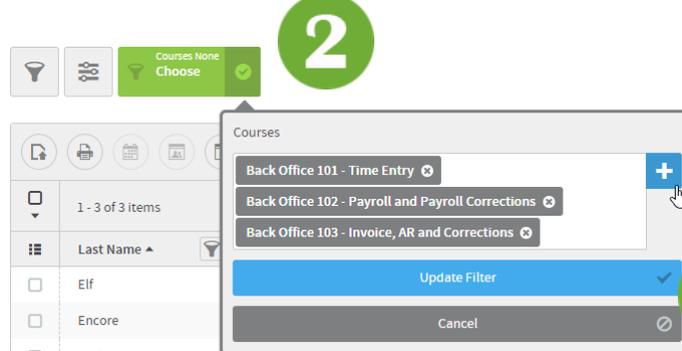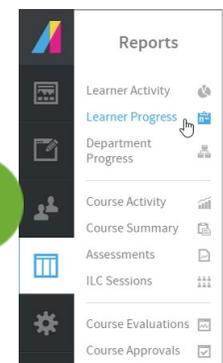
3. Click **Update Filter**. You are able to view progress and scores of your users.

4. Click the **Saved Layouts** icon and save your layout. Any modifications must be saved in order to export.

5. To export this report, click the **Generate Report** icon, choose Excel or CSV.

6. Click **Generate**, when generation is complete download your report.
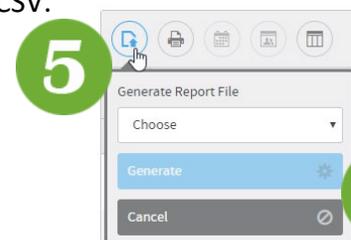
**Note: If you are in implementation your Project Manager will also receive updates on the progress of your learners**