



APLD – How to Enroll Users

The Bulk Nominate feature is used for both individual and bulk registration/enrollment of users

Login to ADE Connect and Select "APLD": <u>ADEConnect</u> - <u>Applications (azed.gov)</u>

1) From your learner dashboard, select "Switch to Bulk Nominate" to take you to the Bulk Nominate page.



2) From the Bulk Nominate Dashboard under "Learners" – Select "Nominate"



3) Under "Choose a Learner" - search for the learner(s) you wish to nominate for a course

1. Choose a Learner		
Choose a learner		

 Scroll through the course list to find your course. You may also use "CTRL + F" to assist in your search on Windows and "Command +F" on MAC

2. Choose Courses		
ESCA PROGRAM SPECIALIST ONBOARDING	ESEA PROGRAM SPECIALIST ONBOARDING	ESCA PROGRAM SPECIALIST ONBOARDING
#1 Introduction to Onboarding Ongoing	#10 Contributory Budgets Cogoing	#11 Financial Coding
Onboarding Courses	Onboarding Courses	Onboarding Courses
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ESCA PROGRAM	SO.00 ESEA PROGRAM	ESEA PROGRAM

5) Once you find the course you are looking for, select "Nominate". This will take you to your cart



6) Once you are ready to check-out, select "confirm". Please note - if the course requires payment, you will need to select the appropriate payment method and fill out the required fields.

