

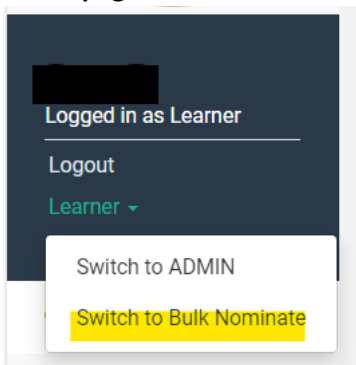


APLD – How to Enroll Users

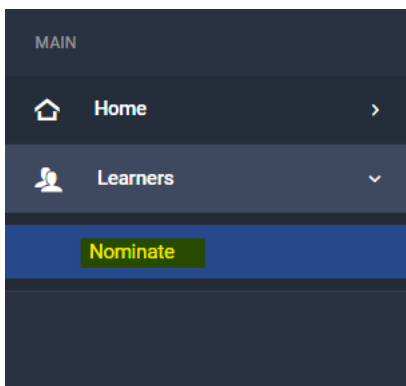
The Bulk Nominate feature is used for both individual and bulk registration/enrollment of users

Login to ADE Connect and Select “APLD”: [ADEConnect - Applications \(azed.gov\)](https://azed.gov)

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



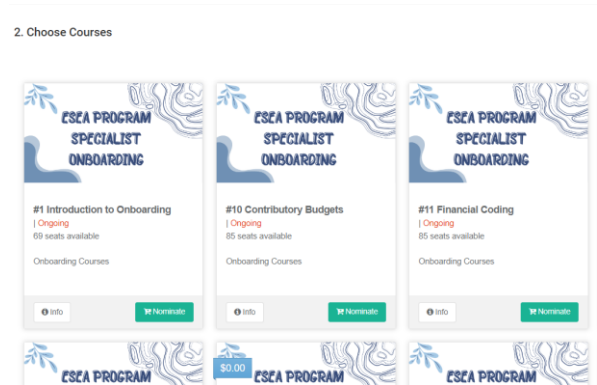
- 2) From the Bulk Nominate Dashboard under “Learners” – Select “Nominate”



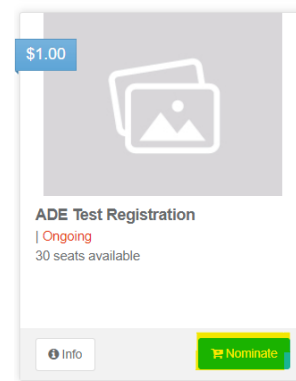
- 3) Under “Choose a Learner” - search for the learner(s) you wish to nominate for a course

1. Choose a Learner

- 4) 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



- 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.

