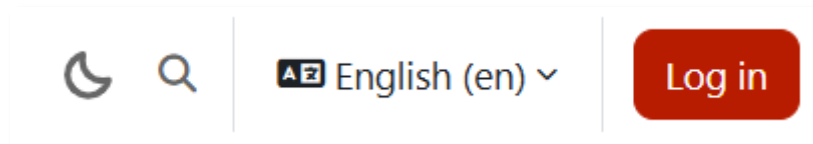


ADDING ADDITIONAL PARTICIPANTS IN LEARN2026

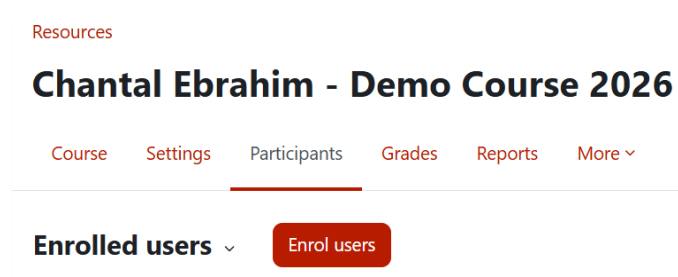
1. Navigate to <https://learn2026.ukzn.ac.za/>. Click Log in at the top right of the homepage.



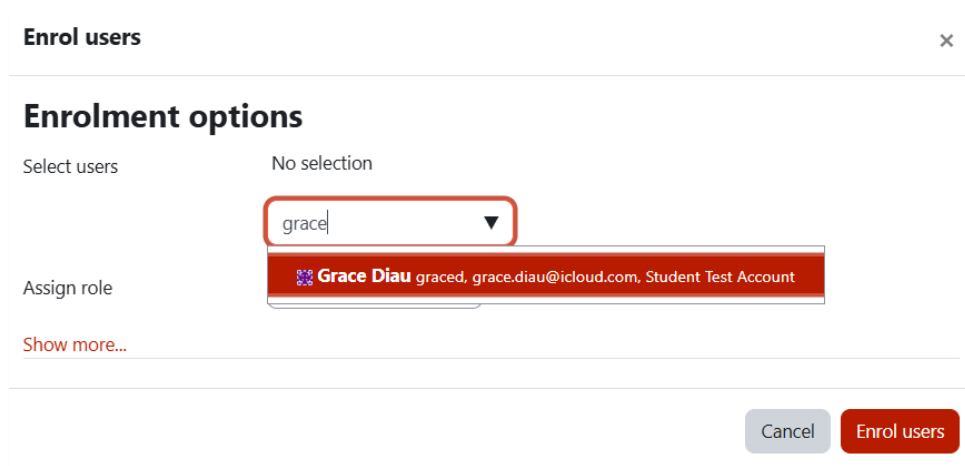
2. Enter your UKZN LAN credentials and click Log in.



3. Select the course you wish to add participants to. In the secondary menu, select **Participants** and click **Enrol Users**.



4. Enter the user's email address or student/staff number to find the user.
5. If you cannot find the user when you type their details, they
 - a. have NOT logged into the site yet. Please ask the user to log into <https://learn2026.ukzn.ac.za/> to create their profile before you can add them.
 - b. are already enrolled in the course.
6. Once you are happy with the result, select the user by clicking on the user details.



Enrol users [X]

Enrolment options

Select users: No selection

grace

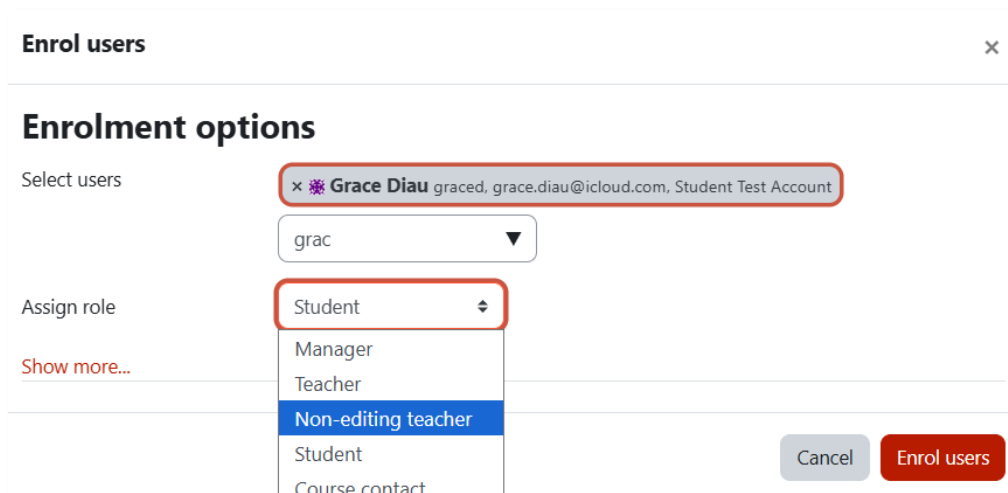
Assign role

Grace Diau graced, grace.diau@icloud.com, Student Test Account

Show more...

Cancel Enrol users

7. After selecting the user, you can assign the necessary role by clicking on the drop-down menu and selecting the role you wish to assign.
8. Click **Show More** to add an end date to the enrolment.



Enrol users [X]

Enrolment options

Select users: x Grace Diau graced, grace.diau@icloud.com, Student Test Account

grac

Assign role

Student

Manager

Teacher

Non-editing teacher

Student

Course contact

Show more...

Cancel Enrol users

9. Next to Enrolment Ends, click **Enable**.
10. Set the end date and click **Enrol Users**.

Enrol users

Enrolment options

Select users

✕
✱
Grace Diau
graced, grace.diau@icloud.com, Student Test Account

grac ▼

Assign role

Non-editing teacher ▼

Show less...

☐ Recover user's old grades if possible

Starting from

Now (13/11/25, 12:47) ▼

Enrolment duration

Unlimited ▼

Enrolment ends

☒ Enable
31 ▼
December ▼
2025 ▼
12 ▼
47 ▼
📅

Cancel

Enrol users

11. The user has been added successfully.

	First name / Last name	Username	Email address	Department	Institution	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Grace Diau	graced	grace.diau@icloud.com	Student Test Account		Non-editing teacher	No groups	Never	Active 🔍 ✎



The screenshots are for demonstration only.

You can only add valid UKZN accounts.