Entering A New Hire In E-Learning

1. Log into Dunkin' U
2. Click on Admin
3. Click on Users / Learner Management Center
4. Click on Add A Learner

5. Fill all fields
   A. First Name
   B. Last Name
   C. Email (store email)
   D. Username (auto-filled)
      (this is the username the new hire will use to log in)
   E. Job Position
      -Crew (new hire)
      -Shift Leader
      (if someone is going through the training process))
   F. Store PC (auto-filled)
   G. Click Submit

Awesome! Please fill out the form to create a new Learner in the U. Don't forget to click the "Submit" button when you're done!!

First Name

Last Name

Email

Username

Job Position   Select

Store PC   Select

Submit

Below is the confirmation with New Hires Username and Password (all new hires have same password, ensure the new hire has the New Hire instructions as they will be prompted to change their password when login in for the first time)

User Created!
The user has been created in your LMS. Please review the information below:

- The username for your user is: **bob.bob**
- All users have a *default password* of **Welcome1**.

Please click the reload button to the right to create another user.