

HOW TO MANAGE COURSE SEAT LICENSES

INTRODUCTION

This guide explains how to assign course seat licenses. Follow the steps below for a smooth setup. If you'd like a video walkthrough, [click here](#).

If you need assistance, please reach out to course-support@libraryjournal.com.

STEP 1: PURCHASE COURSE SEATS

Add seats to your shopping cart by inputting the quantity and clicking Add to Cart.

If you are purchasing a single seat on behalf of another user, follow the same process with a quantity of one.

Active Rate: \$409.00

Buy 3 or more for \$368.10 each

Buy 5 or more for \$347.65 each

Buy 11 or more for \$327.20 each

Buy 21 or more for \$306.75 each

Quantity: **ADD TO CART**

Proceed to Checkout.

SHOPPING CART

Product	Quantity	Price (\$)	Amount (\$)
Onboarding for New Public Library Employees	<input type="text" value="10"/>	347.65	3,476.50 ×
		Sub-Total:	\$3,476.50
		Tax:	\$0.00
		Total:	\$3,476.50

Groups of 3 or more are eligible for discounted rates. Discounts are automatically applied when purchasing 3 or more seats for a single course. If you're buying 3 or more seats across multiple courses, please contact us at course-support@libraryjournal.com to receive your discount. For details on group rates, [click here](#).

PROMO CODE

If you have a promo code or coupon, enter it in the box below and click on recalculate.

RECALCULATE **SELECT ANOTHER COURSE** **CHECKOUT** 

If purchasing for a group of 3 or more, group pricing discount will automatically be reflected in the price in the shopping cart:

If you are not logged in, you will be prompted to do so or create an account. Ensure you are logged into your *own* account. **Do not create an account for the person taking the course.**

If purchasing a single seat for another user, at the bottom of the page, under Important Information, check the box next to, “Check here to process your purchase as a license to be assigned.” **This option will ONLY display for single seat purchases.**

IMPORTANT INFORMATION

ARE YOU BUYING THIS COURSE ON BEHALF OF SOMEONE ELSE?



Check here to process your purchase as a course seat license to be assigned.

I agree to the Terms and Conditions of this sale.*

CANCEL

PROCEED

Once you have completed the sale, you will be taken to a confirmation page, and you will receive an email with the same information. You will now proceed to your account to assign the purchased seat licenses.

Browse ▾

Search



LJ & SLJ PROFESSIONAL
DEVELOPMENT



THANK YOU FOR YOUR ORDER!

We have received your order, and we are currently processing the invoice. There may be a slight delay in course seat licenses appearing in your account. If the course begins in fewer than 5 business days, please contact our team at course-support@libraryjournal.com, and we will expedite the process to make the licenses available. A separate invoice will be issued at a later date through our billing department.

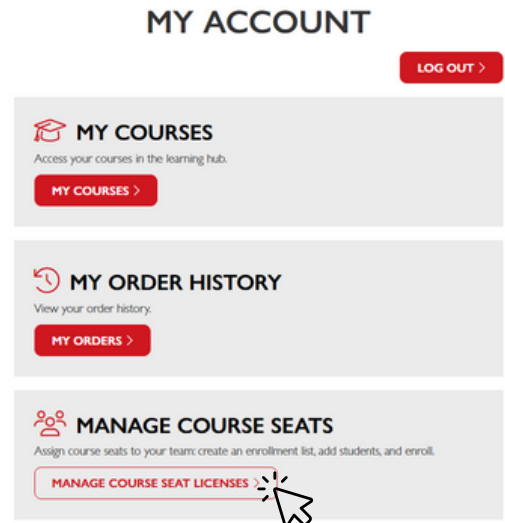
Once the course seat licenses are available for distribution, [here's what to do next](#):

1. Log into your account and click [Manage Course Seat Licenses](#)
(If the above link does not work please copy and paste it into your web browser's address bar <https://course.libraryjournal.com/manage?action=home>)
2. Create an Enrollment List for each course. (NOTE: Lists cannot be reused!)
3. Select the course, then add students – one at a time, in bulk, or via CSV upload.
4. Select students and click **Enroll** to send their invites.

STEP 2: NAVIGATE TO 'MANAGE LICENSES'

You will receive a confirmation email from course-support@libraryjournal.com with a link to manage your licenses.

You may also access your licenses by navigating to [My Account](#) and clicking [Manage Course Seat Licenses](#).



STEP 3: CREATE AN ENROLLMENT LIST FOR EACH COURSE

Click [Create an Enrollment List](#).

Name the list.

TIP: Match the list name to the course name to stay organized.

Instructions:

- Choose a name for your list.
- Select the course to assign.
- Click Create List.

Tip: Match the list name to the course name—e.g. Engaging Play to Prevent Burnout (Su25)

List Name:

Select a course to associate with the enrollment list by checking the box and clicking Add.

CHOOSE A COURSE TO ASSIGN

Course Code	Course Name	Licenses Remaining	Total Purchased
<input checked="" type="checkbox"/> Onboarding_F25	Onboarding for New Public Library Employees (f25)	10	10



NOTE: If you requested an invoice, there will be a delay while we process the order before the course will be available for seat assignments. If you need to assign your licenses right away, please contact course-support@libraryjournal.com and we will expedite the process. You will receive an email when your order has been processed, and your seat licenses are available.

STEP 4: ADD STUDENTS TO THE LIST

Click Add Students.

MANAGE YOUR ENROLLMENT LIST

ENROLLMENT LIST: ONBOARDING FOR NEW PUBLIC LIBRARY EMPLOYEES (F25)

After adding students:

- Review the **Not Enrolled Students** list.
- Click **Select All** (or individually choose students).
- Click **Enroll Selected Students**.
- On next screen, click **Confirm Enroll**.

Note: *Deleting a list will not delete previous seat assignments.* If you wish to delete a list to keep your account organized, we recommend waiting until the course has concluded and no additional students will be added. If you encounter any issues or need assistance, contact our team at course-support@libraryjournal.com.

EDIT THIS LIST

DELETE THIS LIST

ADD STUDENTS 

ASSIGNED COURSE

Course Code	Course Name	Licenses Remaining	Total Purchased
Onboarding_F25	Onboarding for New Public Library Employees (f25)	10	10

There are 3 methods to choose from when adding students:

Method 1:

Manually add each student using the form (best for small groups).

ADD AN INDIVIDUAL STUDENT

First Name:

John

Last Name:

Smith

Email Address:

johnsmith@email.com

ADD

Method 2:

Paste student details in bulk (one per line, separated by commas).

emailaddress1,firstname1,lastname1
emailaddress2,firstname2,lastname2

ADD MULTIPLE STUDENTS

Enter student details below, 1 line per student separated by commas, e.g. `emailaddress,firstname,lastname`

```
johnsmith@email.com,John,Smith  
janejones@email.com,Jane,Jones
```

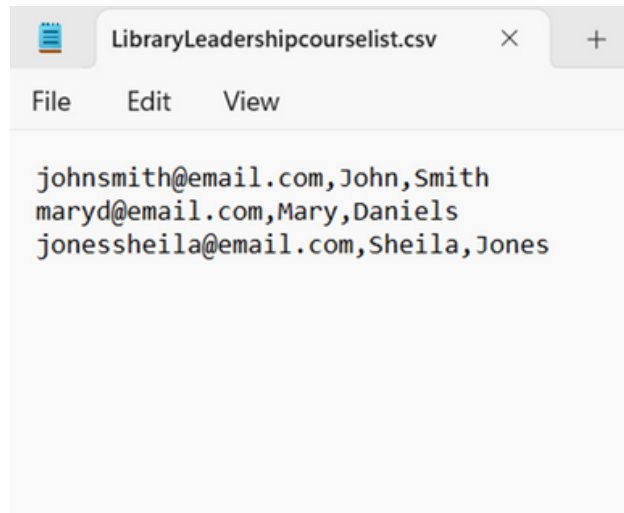
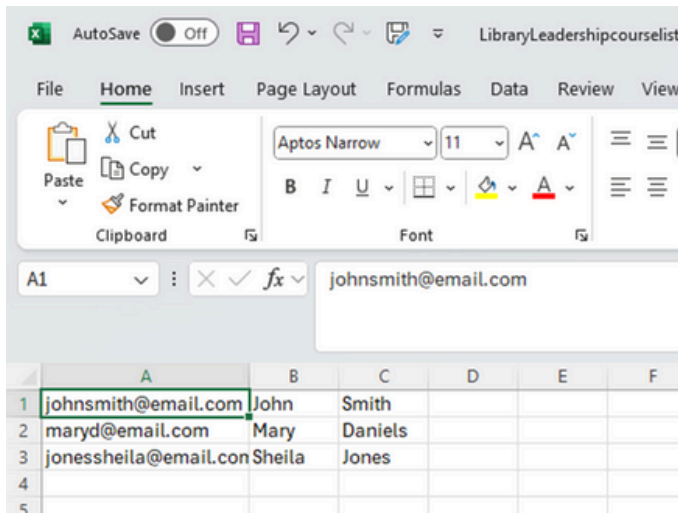
ADD

Method 3:

Upload a .csv file (email, first name, last name; no headers).

emailaddress1,firstname1,lastname1
emailaddress2,firstname2,lastname2

Use Excel or similar or a text editor.
Make sure to save file as .csv format.



STEP 5: ENROLL STUDENTS

You must select students from your list to complete enrollment.

Select students (or Select All), then click *Enroll Selected Students*.

ASSIGNED COURSE

Course Code	Course Name	Licenses Remaining	Total Purchased
Onboarding_F25	Onboarding for New Public Library Employees (f25)	10	10

ENROLLED STUDENTS

NO STUDENTS IN LIST.

NOT ENROLLED STUDENTS

These students can be added to the course if you have remaining licenses to distribute. Until you have enrolled these students, they will not count towards your license usage.

First Name	Last Name	Email Address	Select
Jane	Jones	janejones@gmail.com	<input checked="" type="checkbox"/>
John	Smith	johnsmith@gmail.com	<input checked="" type="checkbox"/>
			Select All <input type="checkbox"/>

ENROLL SELECTED STUDENTS



Before clicking, be sure that the email addresses are correct!

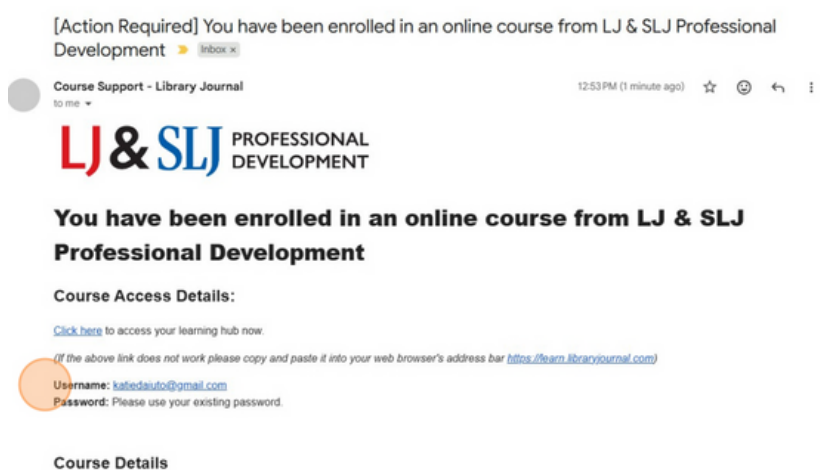
You will be asked to confirm enrollment.

NOTE: Once students are enrolled, they **cannot be reassigned, or refunded**. If you send an invitation in error, please contact course-support@libraryjournal.com as soon as possible.

Students will now appear under Enrolled Students, and the numbers under Licenses Remaining/Total Purchased will be adjusted. (There is sometimes a slight processing delay, during which students will appear under Invited Students.)

FINAL STEPS

Invited students will receive a notification email from course-support@libraryjournal.com with the subject: **[Action Required] You have been enrolled in an online course from LJ & SLJ Professional Development**



If they are already registered in the system, they will be prompted to log in with their existing password. If they were not an existing user, they will be assigned a temporary password. They can click the link in the email or visit <https://learn.libraryjournal.com/> to access their learning hub.

TROUBLESHOOTING

If you try to add a student who has already been registered in the course through a previous transaction, they will automatically be added to your Enrolled Students list **without deducting a course seat license**.

You may not invite more students to enroll than you have licenses to cover.

If you purchase additional licenses for the same course, you can add additional students to the enrollment list and send invitations. **It is not recommended to create multiple enrollment lists for the same course.**

Not enough licenses to fulfill request, please select fewer students and try again.

CANCEL

If you encounter any issues during the license assignment process, please contact us at course-support@libraryjournal.com for assistance.