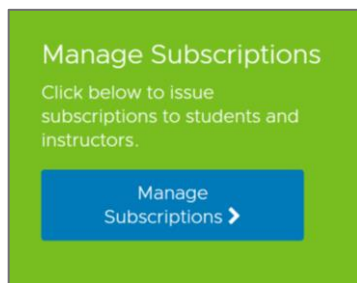


IT Academy Brightspace Admin User Guide

How to add instructors or students to the platform

1. Log in at [VMware D2L / Brightspace](#).
2. Click the **Manage Subscriptions** button (only the Academy Admin can see this option).



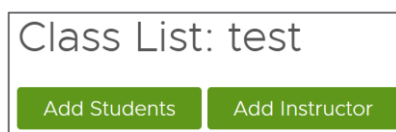
3. Click **Create a Class List**.



4. Name the class and pick one, or several courses, to give access to. If you mainly want to give access to software, please pick the course named "Software Products & License Keys".



5. Add instructors or students to the class.



6. Formally invite the users to register to the class by selecting the students at the **Not Enrolled Participants** table and formally enrolling them.