

USING ENROLLMENT KEYS

When multiple seats (more than 1) are purchased for the same course, you will receive an enrollment key for each of those seats at the bottom of your email receipt. An enrollment key is a series of numbers and letters that is provided as a “ticket” to obtaining the purchased seat. Each enrollment key also comes with its own unique URL.

Example: This image shows the bottom portion of an email receipt. The purchaser received four enrollment keys, however only one is shown for demonstration purposes. This key is a sample and not active in MyGlassClass.com.

Note: Each enrollment key is good for one seat within one course.

Course Name	Quantity	Price / Item (\$)	Sub Total (\$)
OSHA 30 Hour Course for Construction	4	149.00	596.00
Sub Total			596.00
Total			596.00

Access Details

Use this key ID to Login:

dXQJVxjUDUiitxRQXHJ

This is the alpha-numeric enrollment key.

[Click here to login](#)


URL: <http://glass.myabsorb.com/?keyname=dXQJVxjUDUiitxRQXHJ>

This is the unique link for this specific enrollment key.

Seats that receive an enrollment key are considered unassigned until the enrollment key is applied to an account. Applying an enrollment key assigns the seat attached to that enrollment key to the account that is logged in. There are two way to apply an enrollment key:

METHOD 1 – COPYING/PASTING THE ENROLLMENT KEY

Note: It’s okay if the person applying the enrollment key doesn’t yet have an account. They will be prompted to create one during the process, or log in if they already have one.

1. Navigate to MyGlassClass.com.
2. Click the hamburger icon  in the top right corner of the page.
3. Click **Enrollment Key**.
4. Enter the Enrollment Key number and then click **Sign Up**.
 - a. If you have an account, you will be prompted to log in.
 - b. If you don’t have an account, you will be prompted to fill out an enrollment form to create an account.

Once logged in, the course that is attached to the enrollment key will appear within the account’s **Take Courses** tile on the main dashboard.

METHOD 2 – USING THE URL

Note: URLs can be copied/pasted into emails for distribution to employees.

1. Click the enrollment key to open the URL in a browser.
 - a. If the URL is no longer clickable, copy/paste it into the address bar of your browser.
2. You will be prompted to fill out an enrollment form to create an account.
 - a. If you don't have an account, complete the form. The account will automatically be created and logged in once the form is completed.
 - b. If you already have an account, ignore the form and click the **Sign In** button at the top right of the frame. Enter your username and password, then click **Sign In** again.

Once logged in, the course that is attached to the enrollment key will appear within the account's **Take Courses** tile on the main dashboard.

If you are an NGA Member and the correct pricing is not automatically attached to your account, please email myglassclass@glass.org to have your account updated. Please include the name of your company and, if you have it on hand, your membership number. Membership will be verified before an account is updated.