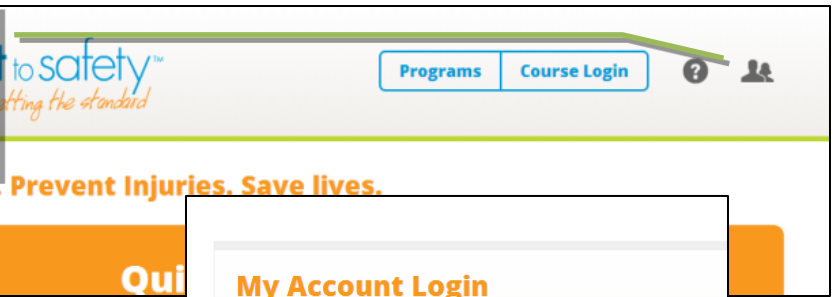




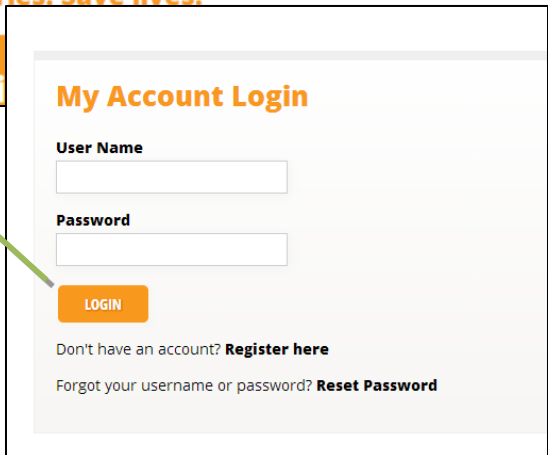
# How to Add New Students/ Employees to an Existing Class

To add new students or employees to an existing class, you can either create new Quick Register Codes to print and distribute OR you can manually add their names to the class.

1. Go to <http://passporttosafety.parachutecanada.org> and click on the 'My Account' icon.



2. Enter your User Name and Password and click 'LOGIN'.



3. Under the Classes section of your account homepage, click 'Manage' beside the class to which you want to add new students/ employees.



**4. On the next screen, click 'ADD TO CLASS'.**

**PPS - Teen Challenge (Feb 2014)**  
 Course: Passport to Safety - Teen Challenge

Please note for student accounts, the username and password are identical.

Name	Email	Username	Status - Update
Anna Jackson	anna.jackson@hotmail.ca	1458-A75A	
Johnny Smith	johnny.smith@hotmail.com	1458-1258	
Jane McBee	jane.mcbee@gmail.com	1458-D444	

**5. Enter the students'/employees' Name and Email address. To enter additional names, click 'Add'.**

When you've added all the new names, click 'Save Class'. You will then be returned to the main class page where you will see the new students lists.

**Note:** To create new "Quick Registration Codes" follow see the *How to Create Quick Registration Codes* factsheet.

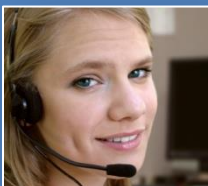
Once you have exhausted your seat allocation for this class, you will need to purchase new seats. For instructions, please see the *How to Purchase More Seats for a Class* factsheet.

**Update PPS - Teen Challenge (Feb 2014)**  
 Course: Passport to Safety - Teen Challenge Available Seats: 21

Enter attendee information

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**Need Assistance?**



Just contact the Parachute Support Desk at:

eMail: [elarningsupport@parachutecanada.org](mailto:elarningsupport@parachutecanada.org)

Toll-Free Tel: 1-888-537-7777

Hours of Operation: Mon – Fri, 8:30 am – 4:30 pm

