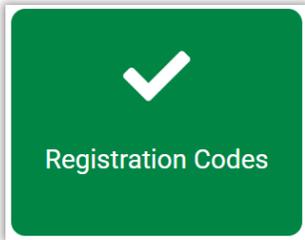# Corporate Managers – Distribute Registration Codes

There are three options for distributing registration codes to your students. Once logged into your account, simply click the green **Registration Codes** tile under My Account.



There you will see the courses you purchased seats in for distribution. Click the **Details** link next to the course name that you would like to pass out codes for.

### Registration Codes

Below are orders in which you have registration codes.

Pending Invites    Completed Registrations

| Order ID | Order Date | Products | Total Remaining Codes | Total Used Codes | |
|---|---|---|---|---|---|
| 1766 | 07/29/2025 | Forklift Counterbalance and Rough Terrain (Class 1,4,5,7) Operator Certification (Classroom) -- August 05, 2025 | 7 | 4 | Details |

### Registration Codes

| Assign Access | Email Invite | Import Users |
|---|---|---|
| Create users and assign access. | Send email invites for users to register on their own. | Import users from a CSV file. |

# Corporate Managers – Distribute Registration Codes

**Distributing codes individually:**

* Tile Option 1 - Assign Access

Here you can directly assign this course to a student's account.

- If you have assigned courses to a student before they will be in your Existing Users list at the bottom of the screen.

- You can also create a new student account and assign access to the course - this is for students new to Sunbelt Rentals' training site.

* Tile Option 2 - Email Invite

Send an email to students with an access link to the course.

- Students will be responsible for clicking the invitation link in order to add the course into their existing Sunbelt Rentals' training account.

- If the student does not have an account, they can click the invitation link and will be prompted to create their account prior to accessing the course.

*Note:* *This option will hold the code in the 'Pending' section or our Registration Codes page until the student clicks the invitation link to add it to their account.*

**Distributing codes to many students at once:**

* Tile Option 3 - Import CSV

Directly assign courses to multiple student accounts by uploading a CSV file with their email, first and last name. Please use the template provided in the Import CSV file.