

Active Group/Employee List

1. Pull up active user list in LearnUpon

General Courses **Users** Managers

Total Number of Users

507 Total Users	507 Active Users	0 Pending Users
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AH	Aarion Hayes <small>aarion.hayes1@icloud.com</small>	Assigned Manually
AM	Aarronia Matthews-Ratiff <small>aareoniamichah19@gmail.com</small>	Assigned Manually
AK	Adam Kowalak <small>kowalabear370@gmail.com</small>	Assigned Manually
AP	Ajana Paymond <small>apaymond22@gmail.com</small>	Assigned Manually
AJ	ALBERTA JONES <small>albertaj43@yahoo.com</small>	Assigned Manually
AS	Aleiah Shaw-Bailey <small>aleiahpayne20@icloud.com</small>	Assigned Manually
AT	Alexis Taylor <small>ataylor1113@gmail.com</small>	Assigned Manually
AH	Alicia Hill <small>aliciahill684@gmail.com</small>	Assigned Manually
AS	Alisa Shinn <small>thalala10@gmail.com</small>	Assigned Manually
AV	Alisa Vyse <small>alisyvyse@gmail.com</small>	Assigned Manually

Dynamic Rules

Dynamic rules are available Build rules

Automate user assignment

Filter

User Type: All

User Status: All


Created After: Set Date ↕ Set Date ↕ Apply

+ -

Groups

2. Verify everyone in your group list is an active employee.
3. If not, please submit a JotForm with the names of individuals who need to be removed (bottom of screen)

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LearnUpon

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Contact Easterseals MORC Training

4. Once the names have been removed and you've been notified by Easterseals MORC Training, please complete Pending User update, steps 5-6.
5. Click on the Pending user box.

Total Number of Users

149 Total Users	146 Active Users	3 Pending Users
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Dynamic Rules

Dynamic rules are available
Automate user assignment [Build rules](#)

No Name amiern2010@outlook.com	Assigned Manually
No Name Carnell688@gmail.com	Assigned Manually
No Name sexybabydoll01@comcast.net	Assigned Manually

- For each pending user, verify that the individual is not going to be employed, click on the 3 red breadcrumbs to the right of the email, click on remove. The pending email will be removed.

No Name amiern2010@outlook.com	Assigned Manually	⋮
No Name Carnell688@gmail.com		
No Name sexybabydoll01@comcast.net		

Remove
Resend
User not getting email?

Pulling and saving current active user details.

- Once pending users have been updated. Click on Active User tab.

Total Number of Users

507 Total Users	507 Active Users	0 Pending Users
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Dynamic Rules

Dynamic rules are available
Automate user assignment [Build rules](#)

Filter

User Type: All

User Status: All

Created After: Set Date

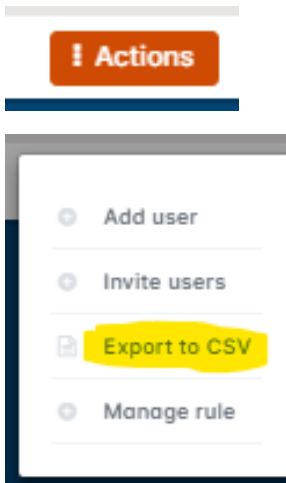
Created On or Before: Set Date

[Apply](#)

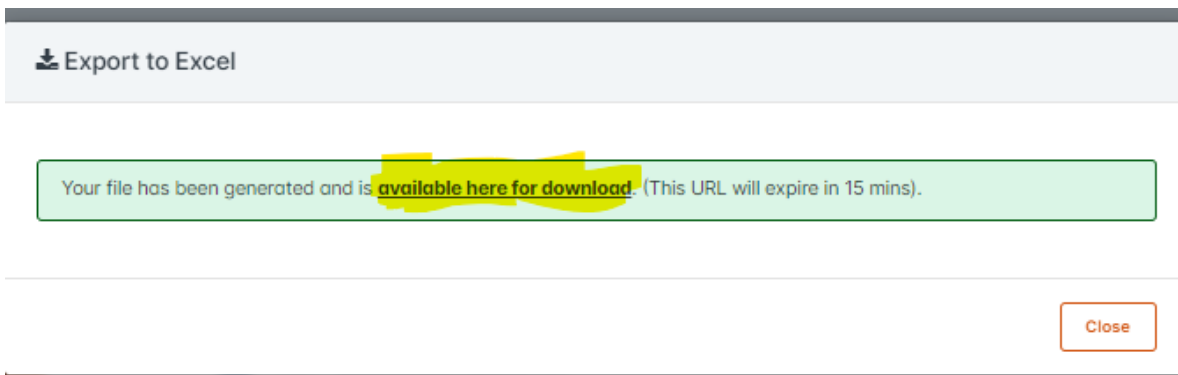
Groups

AH Aarion Hayes aarion.hayes1@icloud.com	Assigned Manually
AM Aarronia Matthews-Ratliff aareoniamciiah19@gmail.com	Assigned Manually
AK Adam Kowalak kowalabear370@gmail.com	Assigned Manually
AP Ajana Paymond apaymond22@gmail.com	Assigned Manually
AJ ALBERTA JONES albertaj43@yahoo.com	Assigned Manually
AS Aleiah Shaw-Bailey aleiahpayne20@icloud.com	Assigned Manually
AT Alexis Taylor abtaylor1113@gmail.com	Assigned Manually
AH Alicia Hill aliciahill684@gmail.com	Assigned Manually
AS Alisa Shinn thalala10@gmail.com	Assigned Manually
AV Alisa Vyse alisyvse@gmail.com	Assigned Manually

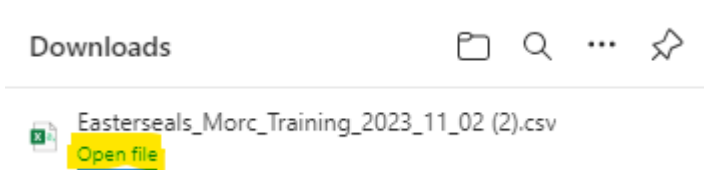
8. Click on the Action button in the top right corner of the page. Select Export to CSV



9. Your file will now be available. Click here for download.



10. Download is now ready, click open file.

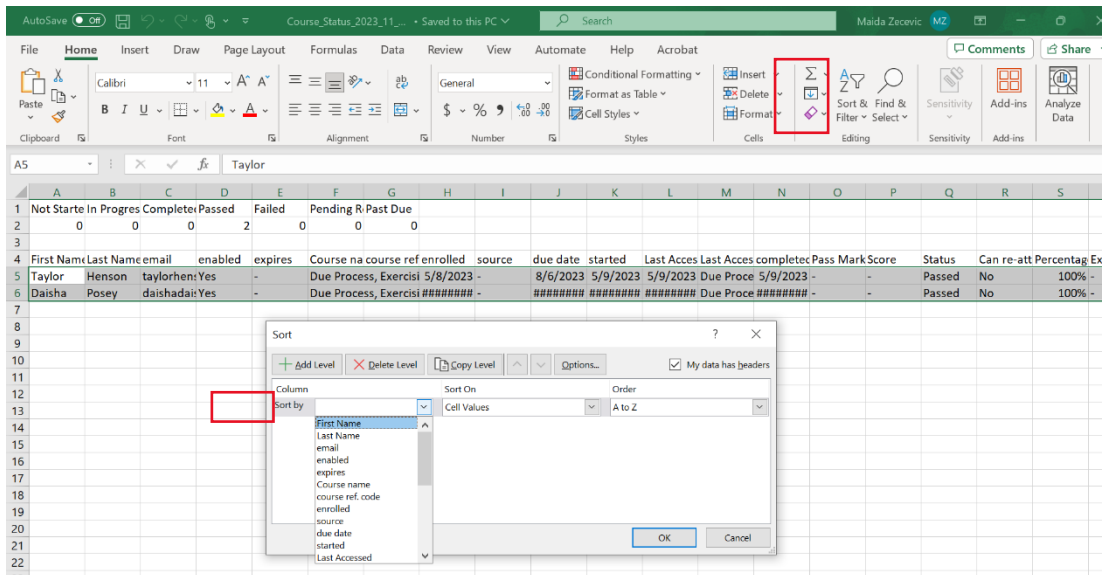


11. Excel Spreadsheet will populate. You can now filter, highlight and manipulate the spreadsheet to get any details you need.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Name	Email	Created	Confirmed	Last Sign-in	Sign-in Co	Creation S	Created B	# Groups	Enrolled	Admin	Manager	Instructor	Enabled	Expires	Phone Nu	Location	Groups			
Taquilla S	313kela@	2/6/2023	2/6/2023	#####	2	Invited	tmalnor@	1	14	No	No	No	Yes	-	3.14E+09	Detroit	"02 No longer Active Employees"			
Aarronia M	aaareonian	7/6/2023	7/6/2023	#####	6	Invited	innovative	1	11	No	No	No	No	-	9.47E+09		"02 No longer Active Employees"			
Aarion Ha	aarion.ha	2/8/2023	2/8/2023	6/1/2023	18	Batchimp	Batch Use	1	11	No	No	No	No	-	947-517-4	Pearson	"02 No longer Active Employees"			
Alexis Tay	abtaylor1	#####	#####	#####	17	Invited	mynasari@	1	15	No	No	No	No	-	2.49E+09		"02 No longer Active Employees"			
Tarika Ad	adamstari	5/4/2023	5/4/2023	#####	30	Invited	nichole.ec	1	14	No	No	No	No	-	8.11E+09	Home	"02 No longer Active Employees"			
Anijah Da	adavis850	8/9/2023	8/9/2023	#####	11	Manually	rdrsd@yz	1	11	No	No	No	No	-	313727-31	All	"02 No longer Active Employees"			
Amber Ho	ahorne@r	2/6/2023	2/6/2023	6/6/2023	24	Invited	tmalnor@	1	19	No	No	No	No	-	8.1E+09		"02 No longer Active Employees"			
ALBERTA J	albertaj43	#####	#####	#####	7	Invited	kinnardre	1	13	No	No	No	No	-	2.49E+09	Mecca Ho	"02 No longer Active Employees"			
Aleiah Sh	aleiahpay	2/8/2023	2/8/2023	#####	14	Batchimp	Batch Use	1	13	No	No	No	No	-	2.49E+09	Cramlane	"02 No longer Active Employees"			
Alicia Hill	aliciahill6	8/2/2023	8/2/2023	#####	7	Manually	litus@ch	1	14	No	No	No	No	-	2.49E+09		"02 No longer Active Employees"			
Alicia Hill	aliciahill6	8/2/2023	8/2/2023	#####	7	Manually	litus@ch	1	14	No	No	No	No	-	2.49E+09		"02 No longer Active Employees"			

How to filter your Excel spreadsheet:

- A. You can then filter out the information you want by selecting the header column.



For any questions relating to Oakland County Health Network's Direct Support Professional Training please refer to this link: [OCHN Learning Center | Oakland CHN, MI](#)

For questions relating to LearnUpon please send your questions through this link: <https://form.jotform.com/230105866546053>