Email Template for Bulk Upload

Instructions

- **If you opted not to use system notifications for new learner accounts or course enrollments,** manually share their login details. Customize this sample communication and use it to facilitate learners' access to the UE Learning Portal.

- **To enable system-enrollment notifications,** contact us at **launch@ue.org**. Specify if you'd like notifications for course enrollments or learning plan enrollments.

- **If notifications are already enabled,** send a training announcement beforehand to prevent learners from mistaking the notifications for spam.

[Draft an announcement to learners regarding the purpose of the training.]

We ask that you complete the following courses:

- *[COURSE TITLE(S)]*

The deadline to complete this course is *[DATE]*.

To begin training, go to **https://learn.ue.org/**.

Enter your login credentials.

- Username: Your *[INSTITUTION NAME]* email address
- Password: *[TEMPORARY PASSWORD]*

The first time you log in, the system will prompt you to reset your temporary password.

You will receive a confirmation email upon successful completion of each course.

Need Help?

If you have any issues with signing in or accessing the courses, click any **Support Portal link** on the site or call the helpdesk at (877) 209-2236.

Direct all other questions to *[CONTACT NAME]* at *[CONTACT EMAIL ADDRESS]*.Thank you for your time and cooperation in completing this essential training program.