

How to register students for a course?

1. Log in to <https://globalsyn.online/admin/transactions> using Username and Password.
2. Go to “Transactions” on the left side of the page.
3. There are two ways to register students for a course:
 - a. Via uploading Excel Sheet
 - b. Via “Add User”- for individual name registration
4. **Uploading excel sheet:**
 - a. Download the sample Excel Sheet from “View Reference CVC”
 - b. Fill in the sheet with student details (use this sheet for later use and reference in the future)
 - c. Select the Excel Sheet
 - d. Click “Preview and Import” to check the details
 - e. Click “Done” if all information on the sheet is correct

*You can see the details under the “Transaction” option at the bottom of the page.

5. **Add User:**
 - a. Click “Add User”
 - b. Fill in the details
 - c. Click “Save”
 - d. Click “Go Back to List” to view the list