

How to Resend Registration Notifications

NRP Learning Platform Enhancement: Releasing March 2, 2022

Administrators will be able to resend notifications to learners who did not receive the initial email for NRP LP registration. This can be done on an individual basis for a specific learner(s) or as a bulk send to a user population. NRP Support is no longer required to perform this action for your organization or learners.

STEP

1

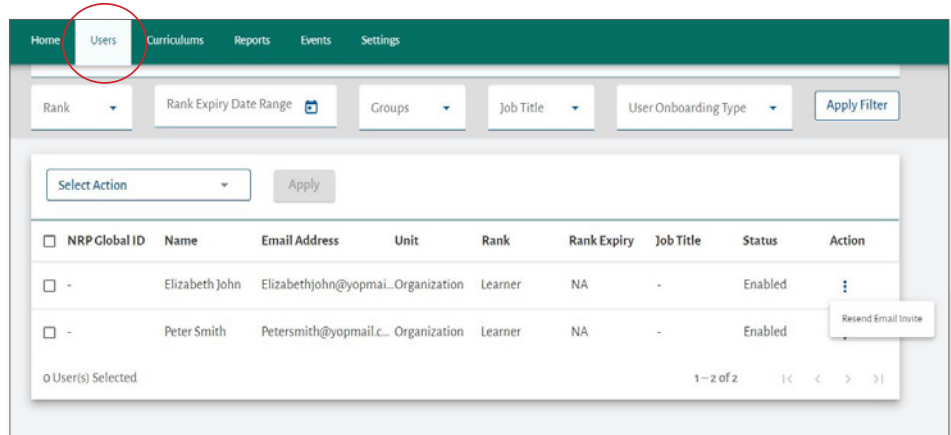
Log into the
NRP Learning Platform



STEP

2

Click on *Users* tab



NRPGlobal ID	Name	Email Address	Unit	Rank	Rank Expiry	Job Title	Status	Action
-	Elizabeth John	Elizabethjohn@yopmai...Organization	Learner	NA	-	-	Enabled	⋮ Resend Email Invite
-	Peter Smith	Petersmith@yopmailc... Organization	Learner	NA	-	-	Enabled	

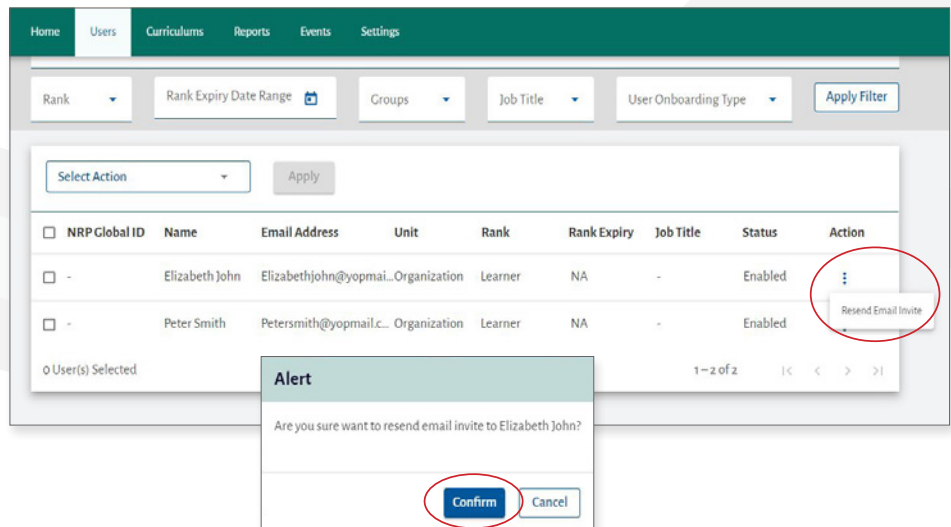
STEP

3

Individual Learners
For *Bulk Send*, see next page

A. Locate the specific learners you wish to receive registration notification. Under *Action* column, click the three dots and select *Resend Email Invite*

B. Click *Confirm* on the pop-up notification



NRPGlobal ID	Name	Email Address	Unit	Rank	Rank Expiry	Job Title	Status	Action
-	Elizabeth John	Elizabethjohn@yopmai...Organization	Learner	NA	-	-	Enabled	⋮ Resend Email Invite
-	Peter Smith	Petersmith@yopmailc... Organization	Learner	NA	-	-	Enabled	

Alert

Are you sure want to resend email invite to Elizabeth John?

continued

STEP

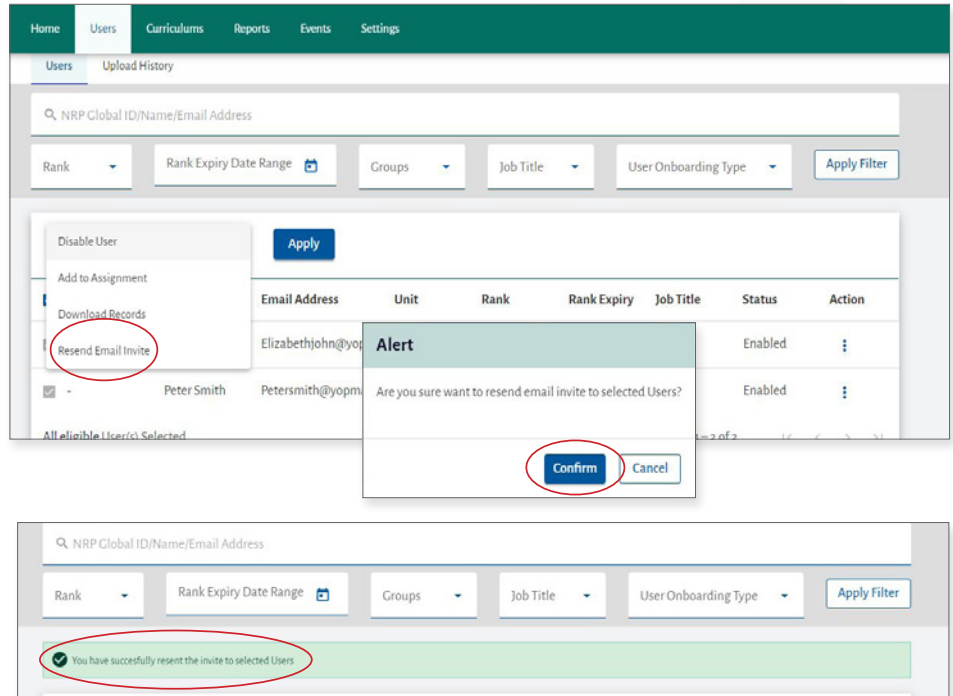
3

Bulk Send

A. Underneath the search and filter options in the *Users* tab, use the *Select Action* drop down menu to select *Resend Email Invite*

B. Click *Confirm* on the pop-up notification

C. Confirmation bar is displayed



The screenshot shows the 'Users' tab in the RQI system. A search bar and filter options (Rank, Rank Expiry Date Range, Groups, Job Title, User Onboarding Type) are visible. A table lists users, with 'Peter Smith' selected. A 'Select Action' dropdown menu is open, showing 'Resend Email Invite' circled in red. An 'Alert' dialog box is displayed, asking 'Are you sure want to resend email invite to selected Users?' with 'Confirm' and 'Cancel' buttons, where 'Confirm' is circled in red. Below the table, a green confirmation bar states 'You have successfully resent the invite to selected Users', also circled in red.

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