

Add Applications to a Catalyst Access Code

1. Click Catalyst: Add Applications to Access Codes from the Manage Reports menu.



- 2. Use the search criteria to filter your results.
- 3. Select access codes by clicking the box to the left of the name. Then click **Next** to continue. To select all access codes returned by the search, click **Select All**.
- 4. Select the applications to add to the listed access codes and click **Save**. A notification email is sent to the learners.

