

What are the different methods for giving access to a course?



On systeme.io you have several flexible and powerful ways to give students access to your online courses. Whether you sell a paid course, offer a free lead magnet, or need to enroll students manually, the platform gives you complete control over how and when people can access your content.

In this guide we will cover the four main methods available on systeme.io so you can choose the one that best fits your business model.

1. Automatically grant access after a purchase

This is the most common and recommended method when you sell a course through a sales funnel. If you haven't created your course yet, start with this guide: [How to create a course using systeme.io](https://systeme.io/guides/how-to-create-a-course).

Inside your funnel, open the order form page and go to the "Resources" section. Add your course as a resource and select the access type you want to give (Full access, Drip content or Partial access). You can also decide whether access should start immediately or on a specific date.

Once the payment is successfully processed, the student is automatically enrolled and receives an email with the login details. This method works perfectly with one-time payments and subscriptions on systeme.io. For the complete sales process, see also [How to sell an online course](#).

2. Automatically grant access after an opt-in registration

This method is ideal when you want to give free access to a course in exchange for an email address (lead magnet, free challenge, free module, etc.).

Create a simple funnel that contains an opt-in page and a thank-you page. Then add an automation rule that triggers the action “Enroll in a course” as soon as the contact submits the form. Choose the course and the access type.

As soon as someone leaves their email, they are enrolled and can start learning right away. This is one of the fastest ways to grow your student base on systeme.io.

3. Manually add a single student

Sometimes you need to give access to one specific person (a VIP client, a partner, a refund case, a free coupon, etc.).

Go to the “Courses” menu → open the course → click on “Students” → “Add a student”. Enter the email address, choose the access type and confirm. The student will immediately appear in the list and will receive the access email. You can also add contacts manually from the Contacts section (see [How to add a contact manually](#)).

This method is extremely fast and useful for one-off situations on systeme.io.

4. Manually add multiple students at once (bulk enrollment)

When you have a list of contacts to enroll (for example after a live event, a migration, or a special promotion), you can add many students in one go.

Prepare your list of emails, then use the bulk import / enrollment feature inside the course. Select the contacts, choose the access type, and confirm. All selected students will be enrolled at the same time and will receive their access emails.

This saves a lot of time when you need to grant access to dozens or hundreds of people on systeme.io.

Bonus: Choosing the right access type

Whatever method you use, you can also decide how the content is delivered:

- **Full access** – the student can open every module and lecture immediately.
- **Drip content** – lectures become available progressively according to the delays you set.
- **Partial access** – the student only sees the specific modules you select.

You can even schedule access to start on a specific future date if needed.

Conclusion

With these four methods you have complete flexibility to give access to your courses exactly the way you want. Whether you prefer full automation after a purchase, free access via opt-in, or manual control, systeme.io makes the process simple and reliable.

Choose the method that matches your current offer and start enrolling students today.

Related articles

- [How to create a course using systeme.io](#)
- [How to sell an online course](#)
- [How to add a contact manually](#)

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