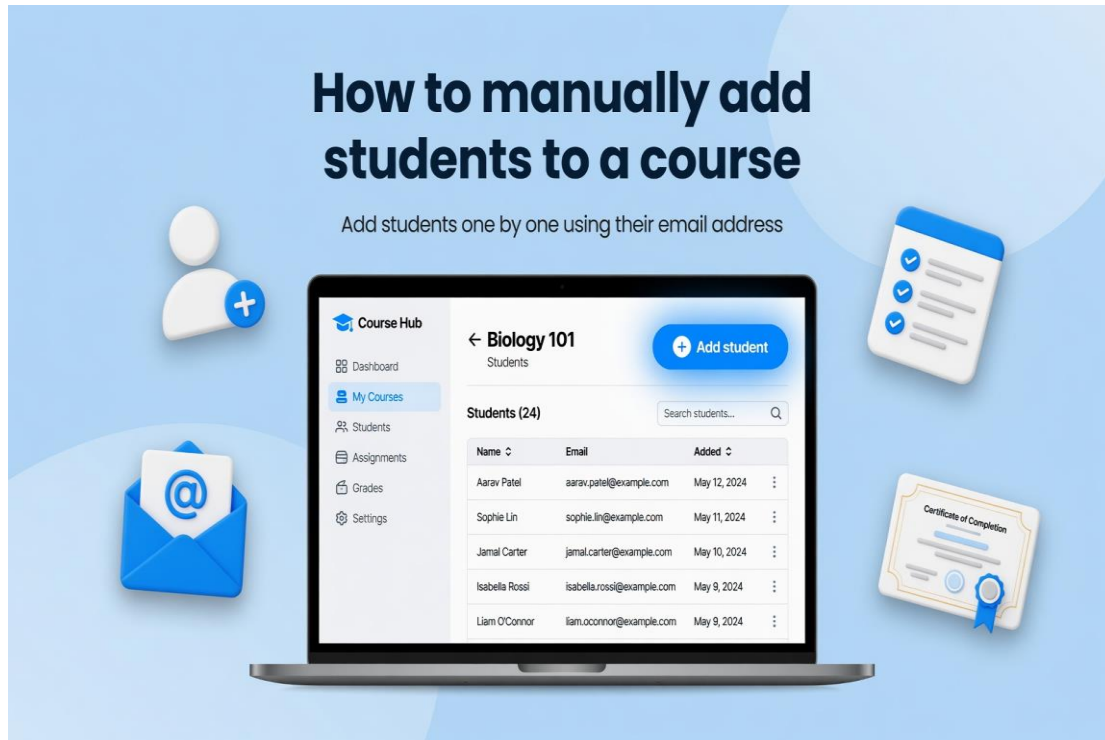


How to manually add students to a course



On systeme.io you can easily give course access to one or several students without going through a sales funnel. This is perfect for VIP clients, free invitations, partners, or special cases.

This guide shows you exactly how to manually add students to a course step by step.

1. Open the course and go to the Students section

Log in to your systeme.io account. Go to the **Courses** menu, select the course you want, then click on the **Students** tab.

You will see the list of people who already have access to this course.

2. Click on “Add a student”

At the top of the students list you will find a blue button labeled **Add a student** (or “+ Add student”). Click it.

A simple form appears where you can enter the student’s information.

3. Enter the email address and choose the access type

Type the email address of the person you want to enroll. If the contact already exists in your account, systeme.io will recognize it automatically. If not, a new contact will be created.

Then select the access type:

- **Full access** – the student can open every module and lecture immediately
- **Drip content** – content is released progressively according to the delays you set
- **Partial access** – the student only sees the modules you choose

You can also decide if access should start on a specific date.

4. Confirm the enrollment

Click the confirmation button. The student is immediately added to the list and receives an email with the login details and a direct link to the course.

You can repeat the process as many times as needed for additional students.

Tips for faster manual enrollment

If you need to add many students at once, it is often faster to use bulk enrollment (see the related methods in [What are the different methods for giving access to a course?](#)).

You can also first add the person as a contact (see [How to add a contact manually](#)) and then enroll them in the course.

Conclusion

Manually adding students is one of the simplest and most flexible features on systeme.io. It gives you full control when automatic methods are not the best option.

Use it whenever you need to grant access quickly to one or a few specific people.

Related articles

- [What are the different methods for giving access to a course?](#)
- [How to sell an online course](#)
- [How to create a course using systeme.io](#)
- [How to add a contact manually](#)

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