

How to manually resend your students the access email for a course



Sometimes a student loses the original access email, cannot find it in their inbox, or simply needs the login details again. On systeme.io you can manually resend the course access email to any student in just a few clicks.

This is very useful for customer support and helps your students get back into the course quickly.

Here is a complete and detailed guide.

1. Open the course and go to the Students tab

Log in to your systeme.io account.

Go to **Assets** → **Courses** and open the course concerned.

Click on the **Students** tab to see the full list of enrolled students.

2. Open the student's profile

Find the student who needs the access email again.

Click on their **email address**. This opens the complete student profile.

3. Resend the access email

Inside the student profile, go to the **Enrollments** section.

You will see the list of courses this student is enrolled in.

Next to the course for which you want to resend the email, click the three dots (...) and select **Resend the access email**.

4. Confirmation

As soon as you click the option, the email is sent.

A success message will appear confirming that the access email has been resent successfully.

The student will receive the same automatic email they got when they were first enrolled. It contains:

- A congratulatory message
- Their username (email address)
- A link to set or recover their password
- Direct access to the course

When should you use this feature?

- The student says they never received the original email
- The email went to spam or was deleted
- The student forgot their password and needs the reset link again
- You want to quickly help a student get back into the course

Note: If you previously revoked the student's access, you may need to re-enroll them first before resending the email (see [How to manually add students to a course](#) and [How to revoke a student's access to a course](#)).

Remember that the automatic access email itself cannot be customized (see [Can the automated email that gives access details for a course be modified?](#)). You can only resend the existing system email.

Conclusion

Manually resending the course access email on [systeme.io](#) is a simple and powerful support tool. In just a few clicks you can help any student recover their login details and get back into your course.

Use this feature whenever a student contacts you about missing access emails — it solves the problem instantly and keeps your students happy.

Your support becomes faster and more professional thanks to this built-in option on [systeme.io](#).

Related articles

- [How to manually add students to a course](#)
- [How to revoke a student's access to a course](#)
- [Can the automated email that gives access details for a course be modified?](#)
- [What are the different methods for giving access to a course?](#)
- [How to grant free access to a course](#)

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