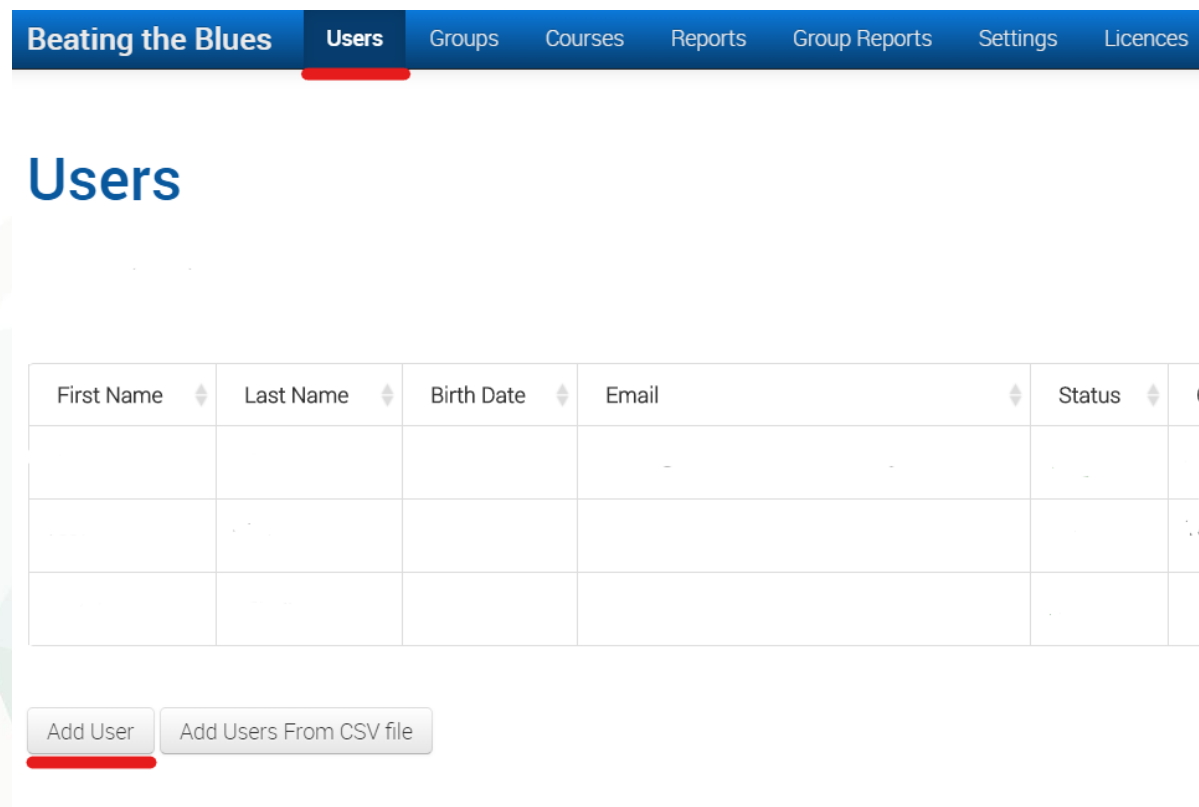# Quick Reference Guide to Registering Patients

To register a new **Patient** complete the following steps;

1. In the home screen, select **Users** on the Primary Toolbar.

2. Click **Add User**. This can be found at the bottom of the page, see screenshot below.

3. Enter the Patient's information. **ONLY** the Patient's first name, last name, and email are mandatory. You can choose to add either an **Identification Code** or **Other Identifier.** The Identification Code must be a sequence of letters and/or numbers that is unique to the Patient. The Other Identifier does not have to be unique to the Patient.

4. Click the drop down menu for **Default Group** and be sure to choose your **Practice Name** from the list, see screenshot below for example.

5. Click **Add User**. An email will be sent to the Patient, welcoming them to Beating the Blues.

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6. After you register a Patient you **must** assign them to the Beating the Blues program course. You can do this through a patient's account.
7. Click on the required patient's name and select the **Courses** tab from the Secondary Toolbar, see Screenshot below.

| Beating the Blues | Users | Groups | Courses | Reports | Group Reports | Settings |

Users / John Smith

| Profile | Groups | Roles | Supervisors | Monitors | Courses | Reports | Notes |

No records found

Name	Description
	No records found

[Add Courses] [Remove Courses]

8. Click the **Add Courses** button, see screenshot below.
9. Select the **latest version** of **Beating the Blues.** You may have to click **Next**. Tharik can you redo screen
10. Click the **Add Courses** button **again**.

| Beating the Blues Training | Users | Groups | Courses | Reports | Group Reports | traininghelper ▾ |

Users / Test Training

| Profile | Groups | Courses | Reports | Notes | Actions ▾ |

1 Records (1 to 1)

Search [   ]

Name	Description
Beating the Blues 2.0	Beating the Blues

Previous 1 Next

[Add Courses] [Remove Courses]