

**MACFAST**

Jenny Jacob <jenny@macfast.org>

Fwd: Online Campus: Welcome to the edX Remote Access Program

1 message

IT and Systems,MACFAST <it@macfast.org>
To: jenny@macfast.org

Tue, Dec 21, 2021 at 11:54 PM

----- Forwarded message -----

From: **System Administrator** <admin@macfast.org>
Date: Tue, 21 Dec, 2021, 11:15 pm
Subject: Fwd: Online Campus: Welcome to the edX Remote Access Program
To: IT & Systems, MACFAST <it@macfast.org>

----- Forwarded message -----

From: **Rob Smith** <rsmith@edx.org>
Date: Sat, 20 Jun, 2020, 3:02 am
Subject: Online Campus: Welcome to the edX Remote Access Program
To: <admin@macfast.org>
Cc: Rishabh Jain <rjain@edx.org>

Hello!

Welcome to the edX Remote Access Program. We are glad to have you join us in this program to provide free edX course access for staff and matriculated students. **Please find herein your Digital Welcome Packet including your enrollment codes.**

Please note that each code can only be used to enroll in one course, and cannot be reused, even if the learner unenrolls from the course. **You only need to share the code found in column A of the attached spreadsheet with learners.** See list of available courses [here](#).

You will also have access to our Administrator Dashboard and Code Management Tool, where you will be able to access all your regularly updated learner progress reports and automate the most common code management activities in order to alleviate some of the manual operations:

- **Assigning** codes to learners (and sending an automated email)
- **Reminding** Learners of their available codes
- **Tracking** Redemptions
- **Revoking** (unassign) codes

In order to grant you access, please make an account at edx.org using the email address associated with your academic institution, and email us at customersuccess@edx.org to let us know this is done.

If you are new to edX, we recommend viewing the welcome video from our CEO, Anant Agarwal [here](#). We also recommend encouraging your students to take the recently launched course [How to Learn Online](#). *The Verified Certificate for this course is free. Use the following coupon code before September 1, 2020 to upgrade at no cost to you: Y5ZADM5NU2AN5JU7.* This does not impact your 5,000 codes attached here.

Getting Started for Admins

1. Email the Enterprise Customer Success Team (customersuccess@edx.org) to let them know who from your organization will need access to the admin dashboard and code management tool.
2. Distribute codes to learners via email or code management tool (if using code management tool, Step 1 must be complete).
3. Share guide for how to enroll in a course. (attached)

Attached, you will find the following:

- Your list of 5000 unique enrollment codes (set to expire on June 30, 2020)
- Student guide for how to redeem a coupon
- Admin Dashboard and Code Management Guides

Questions?





- Administrators please contact customersuccess@edx.org.
- Students should be directed to contact info@edx.org.

Best regards,

The edX Team

Have a question about edX for Business? Contact: customersuccess@edx.org.

4 attachments

-  **coupon-report-for-orap-marathanasios-jun2020.csv**
543K
-  **Enrollment via Coupon Code_ How it works.pdf**
835K
-  **Code Management Messaging_Single Use_Single Learner.pdf**
1207K
-  **Admin Dashboard_externally facing_detailed.pdf**
2069K




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