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Expiration

Ester Andersson - 2024-07-11 - [Functions](#)

Expiration refers to how long (number of days or a set date) participants have access to a course. As long as a participant has access to a course, they count as an active user. Therefore, you might want to look into this function in order to not override your maximum number of active users. In this article, you'll learn two different ways to set/change/delete expiration.

Note

- [In the project settings tab](#)
- [In the project participant tab](#)

In the project settings tab

This is where you set a default value (number of days) for participants that are invited to a course. If you choose for example "30", participants who are invited after this setting is made will have access to the course for 30 days.

The screenshot shows the 'Settings' tab for a course titled 'Customer Success Playbook'. The course was created and updated by 'Demo Ester' on Tuesday, May 30, 2023. The settings are as follows:

Setting	Value
Language	English (United States)
Country	Sweden
Time zone	Europe/Stockholm (Central European Standard Time)
Calendar invitations	OFF
Social features	OFF
Show progress	ON
User can archive	ON
Managed by team	OFF
Expiration (days)	30
Participation limit	OFF

A green arrow points to the 'Expiration (days)' field, which is currently set to 30. A note next to the time zone setting states: 'Locations that observe Daylight Saving Time (DST) listed above will automatically adjust the time during DST.'

In the project participant tab

This is where you either set, adjust, or clear the expiration for a specific participant. Choose the participants you want to set, adjust, or clear the expiration for by checking the box to the left of their name in the participant list. Thereafter, click on "Change expiration" and choose either "Set expiration", "Adjust expiration", or "Clear expiration". When you've entered the information, click "Change" to save your setting.

Tip: if you wish to immediately remove the participant's access, choose "Set expiration" and yesterday's date.

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OVERVIEW PARTICIPANTS WAITLIST COURSE PAGE EVENTS ASSIGNMENTS DETAILS COMMUNICATIONS REPORTS SETTINGS

Edit course Preview Delete Copy

+ Individual Group Upload

Search for existing user in organization

First Name Last Name

Email

Add participant

Search participants Select members in group

Send Email... Send Text... Change Expiration Activate Add to group Move Assign Segments Re-enroll Remove

<input type="checkbox"/>	NAME	INVITED	LAST EMAIL	LAST SEEN	STATUS	AWARDS	CERT EXP
<input checked="" type="checkbox"/>	Demo Ester				Not activated		

Showing 1 to 1 of 1 entries

Show 100 entries

PREVIOUS 1 NEXT

Download participant list as Excel file

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