Introduction

In this scenario, Managers will assign an employee to a training.

Note: The process to assign training to an employee is the same for ILTs, Online Classes and Curricula.

1. Use the Global Search Box in the upper right-hand corner to search for a course name.

2. Once the course name appears, select it by clicking the title.
3. Find the desired **Session** based on date and location.

4. Click the dropdown arrow next to **Request** and select **Assign**.

5. Complete the following steps:

   4a. (Optional) Enter a **message** that will appear in the notification email to assigned participants.

   4b. Click the **Direct Subordinates** box to select all of your direct reports.

   OR

   4c. Select the box next to each individual to enroll specific subordinates.

   4d. Click **Submit** and a notification email will be sent to your selected subordinates.