

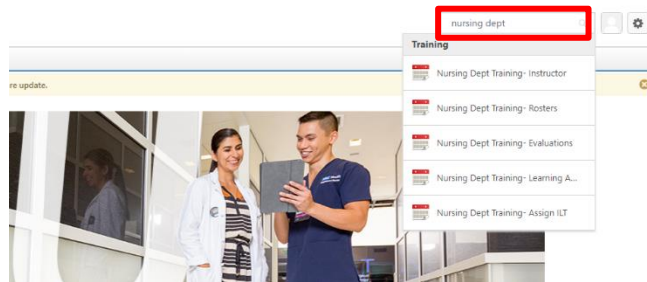
Cornerstone Training Guide Manager Assigns Training

Introduction

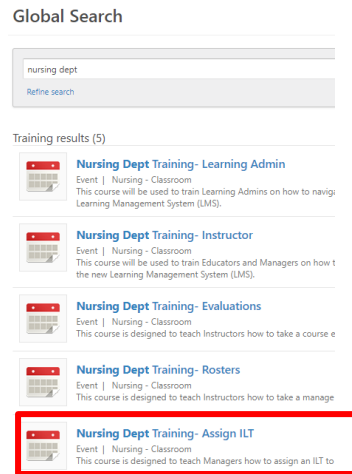
In this scenario, Managers will assign an employee to a training.

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

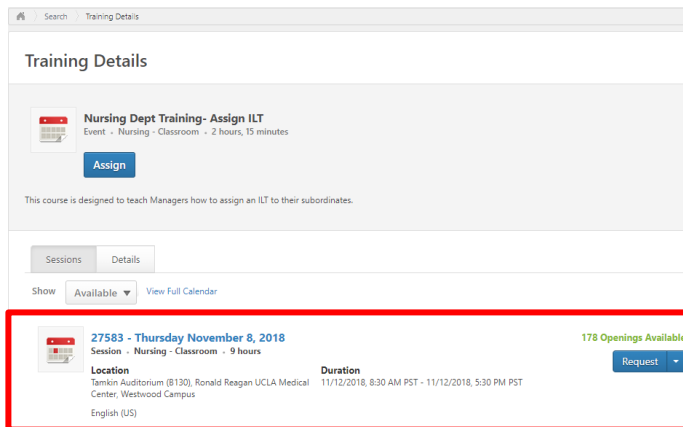
1. Use the **Global Search Box** in the upper right-hand corner to search for a course name.



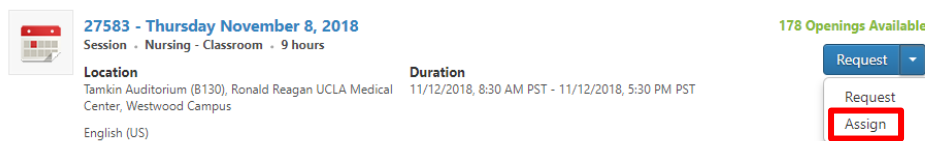
2. Once the course name appears, select it by clicking the title.



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.

Add a Comment

4a

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

Direct Subordinates

4b

OR

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

4c

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

4d

