

QRC: Registering or assigning learning to your team

1. Select Learning

Register **1** Add to plan

Available Learning

Search catalog: **2**

| Title | Delivery type | Class | Seats | Cost | |
|--------------------------------------|----------------|-------|-------|------|------------------------------------|
| 401(k) Plan Administration | Web-Based | -- | -- | -- | Selected |
| 401(k) Plan Implementation | Web-Based | -- | -- | -- | Selected |
| Advanced Lifesaving Techniques | Web-Based | -- | -- | -- | <input type="button" value="Add"/> |
| Advanced Time Management Training | Web-Based | -- | -- | -- | <input type="button" value="Add"/> |
| Bloodborne Pathogens - Healthcare | Web-Based | -- | -- | -- | <input type="button" value="Add"/> |
| Bloodborne Pathogens - Manufacturing | Web-Based | -- | -- | -- | <input type="button" value="Add"/> |
| Building Better Work | Instructor Led | -- | -- | -- | <input type="button" value="Add"/> |

3 Selected Learning

- 401(k) Plan Administration
- 401(k) Plan Implementation

1. Register or add to plan

Choose whether to register your team for learning or add the learning to their plans.

- Registering your team enrolls them in the learning.
- Adding learning to your team's plans does not register them. They must then register themselves.

2. Refine search

- By default, the system shows you all currently available learning.
- You can refine the list by searching for specific learning or using the filters.

3. Select learning

- You can click the **Add** button to add the learning for registration.
- The learning you select appears on the right.
- When you are satisfied with the learning you've selected, click the **Continue** button.

Registering or assigning learning to your team (cont'd)

4. Select team members

- By default, the system shows you all your direct reports.
- You can refine the list by searching for specific people or using the filters.
- The people you select appear on the right.
- When you are satisfied with the people you've selected, click the **Continue** button.

5. Refine registrations/assignments

- You can then click the **Edit** link for a course to remove selected people.
- You can click the delete icon to remove the selected class.

6. Complete the process

- Click the **Register** or **Add to plan** button to complete the process.
- When you click the button, you get a confirmation.
- Also, the **Start a New Registration** or **Add more learning** button appears so that you can repeat the process if desired.

2. Select People

People **4**

Search for people:

| Name | Job title | Manager | Organization | |
|------------------|-------------|----------------|--------------|----------|
| Natasha Ormiston | Beta Tester | Yitzik Brenman | Saba | Selected |

Selected People

Natasha Ormiston
Beta Tester(Saba)

3. Review Your Selections

| Title | Selected People | Class | Total cost | |
|-------------------------|---------------------------------|--|-------------|----------------------------------|
| Bwyze Security Course | 1 Edit 5 | -- | 0.00 USD | <input type="button" value="X"/> |
| Communicate With Impact | 1 Edit | 04/23/2012,5:00 AM - USA (North America), Seats: 9 | 0.00 USD | <input type="button" value="X"/> |
| | | | Total cost: | 0.00 USD |

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