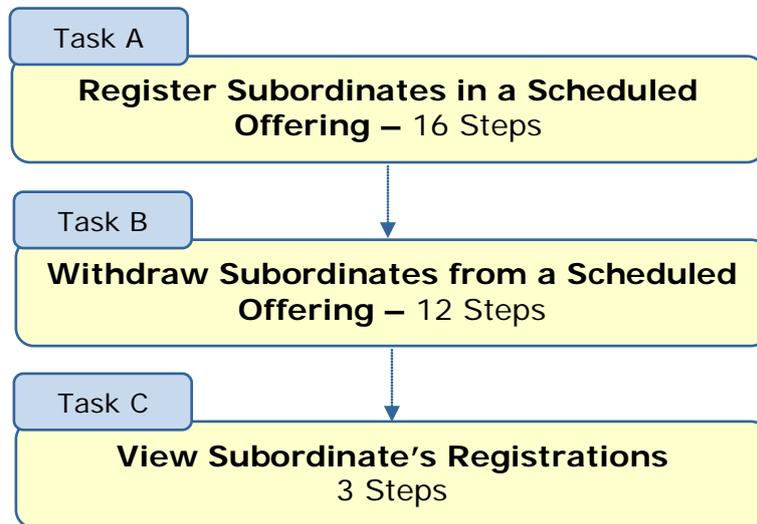


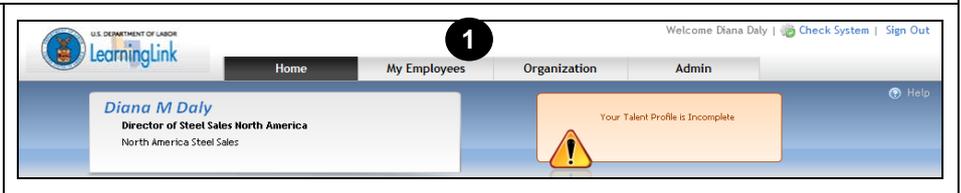
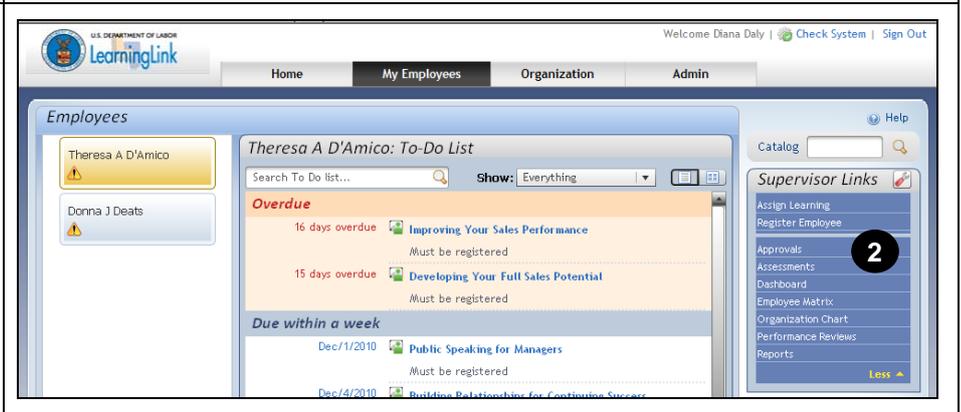
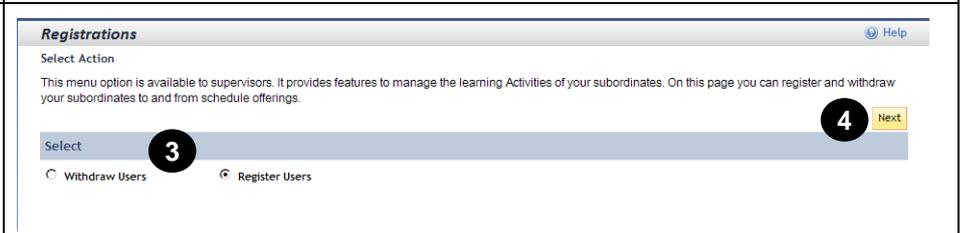
Job Aid: Registering Subordinates in Scheduled Offerings

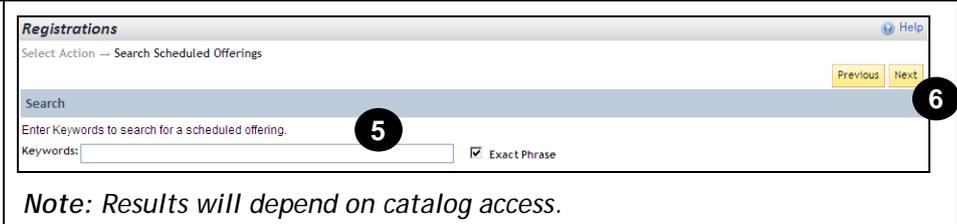
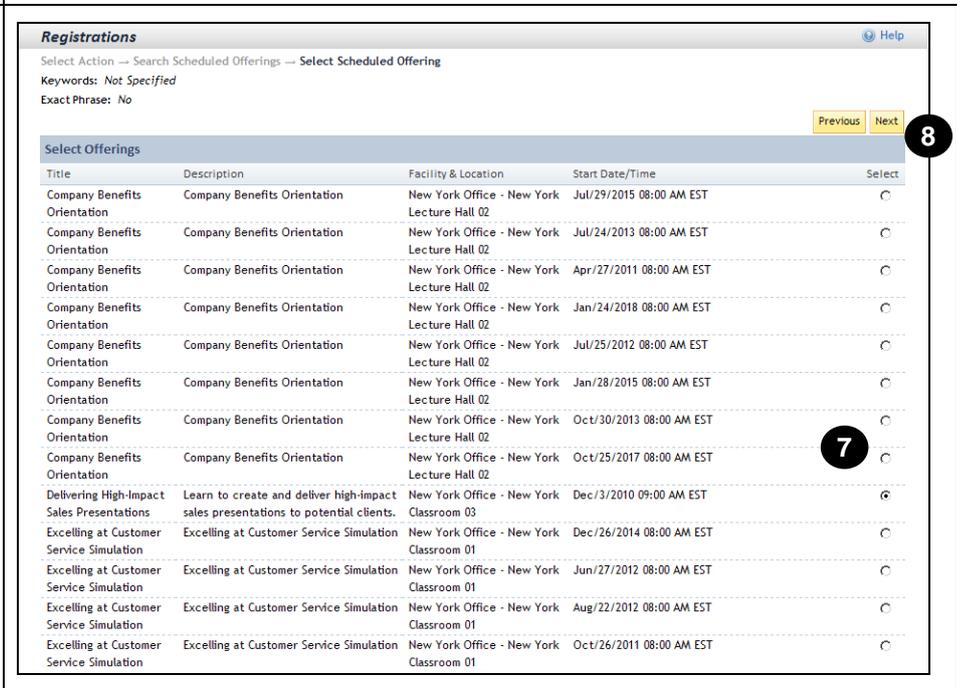
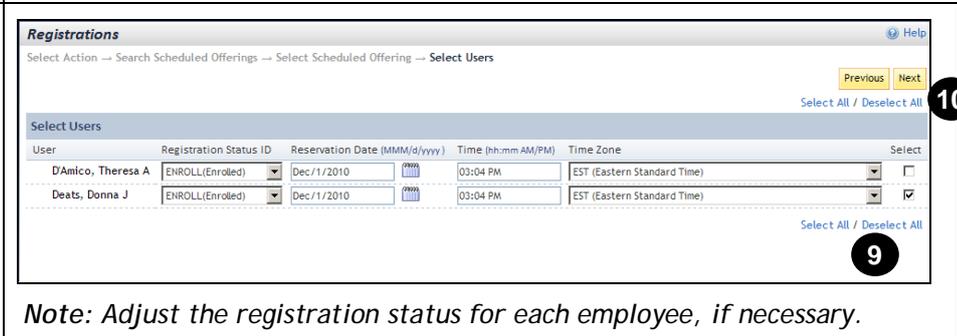
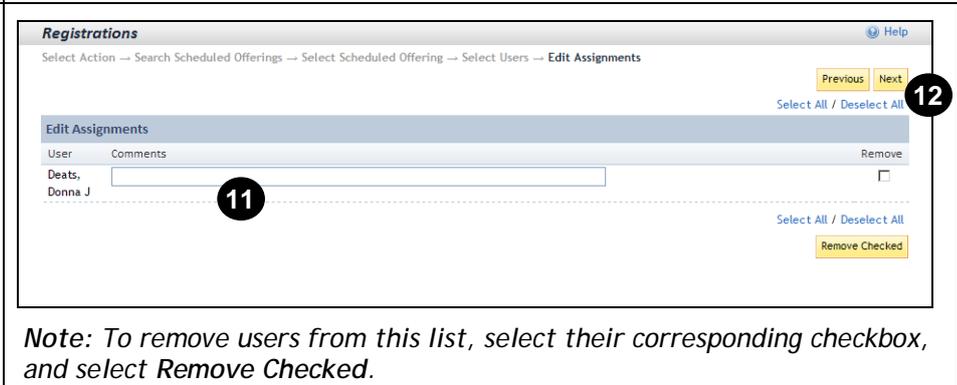
Purpose

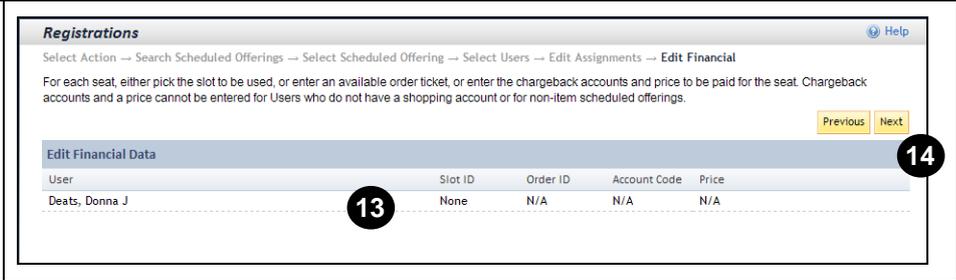
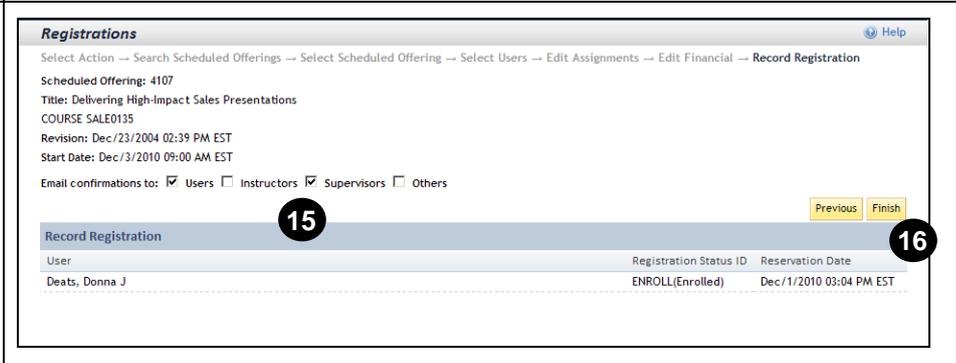
The purpose of this job aid is to guide supervisor users through the step-by-step process of managing the registration of subordinates in scheduled offerings within LearningLink.



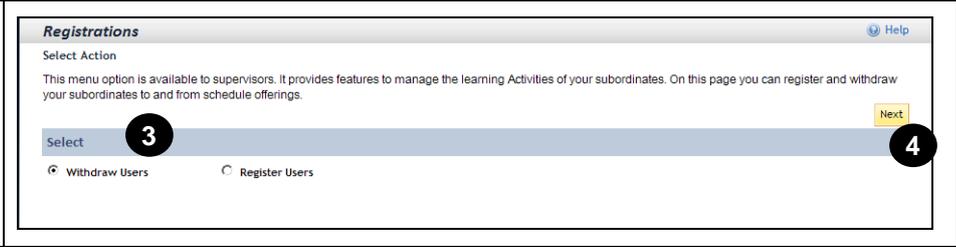
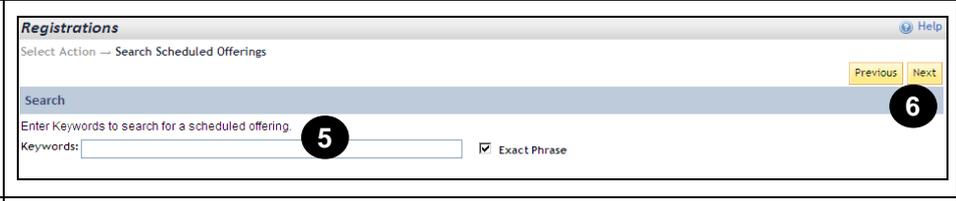
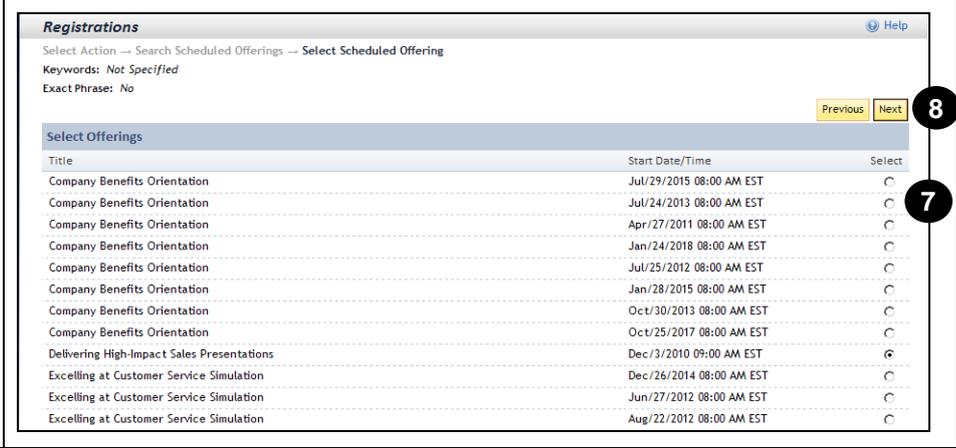
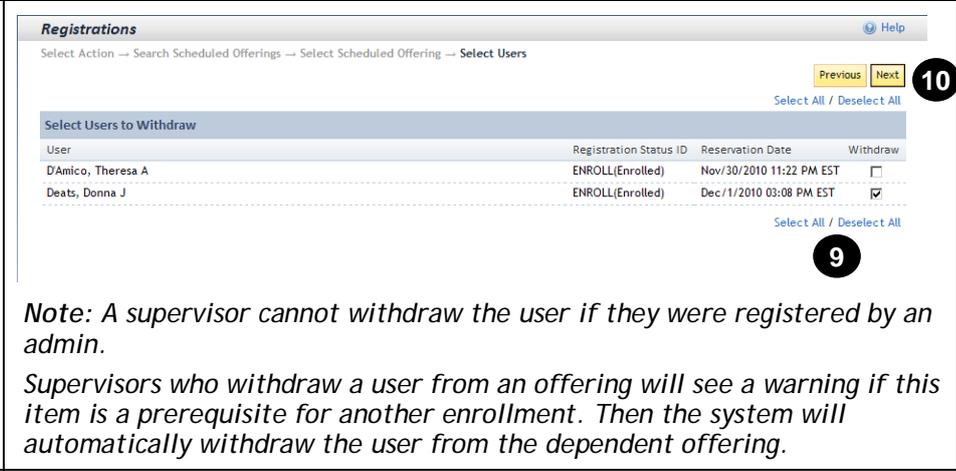
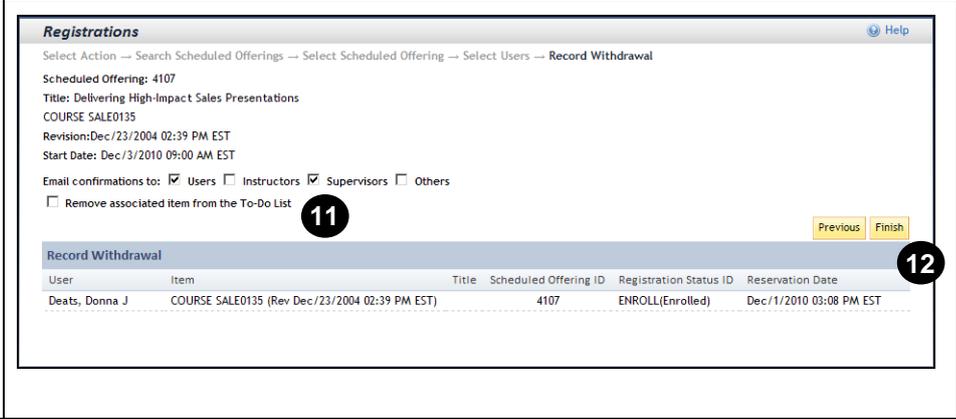
Task A. Register Subordinates in a Scheduled Offering

<p>1 From the Home page, select the My Employees tab.</p>	
<p>2 Select the Register Employee easy link.</p>	
<p>3 Select the Register Users radio button. 4 Select Next.</p>	

<p>5 Search for a scheduled offering by entering keywords.</p> <p>6 Select Next.</p>		 <p>Note: Results will depend on catalog access.</p>
<p>7 Select the radio button for the scheduled offering option into which to register your employee(s).</p> <p>8 Select Next.</p>		
<p>9 Check the Select checkbox next to the corresponding subordinate to register.</p> <p>10 Select Next.</p>		 <p>Note: Adjust the registration status for each employee, if necessary.</p>
<p>11 Verify the list of users and any enter optional comments.</p> <p>12 Select Next.</p>		 <p>Note: To remove users from this list, select their corresponding checkbox, and select Remove Checked.</p>

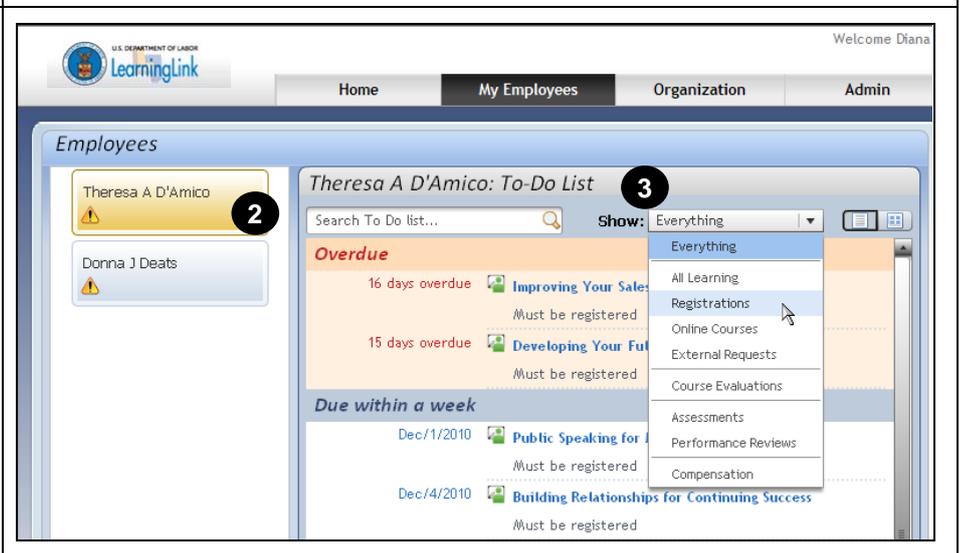
<p>13 Enter financial information, if applicable.</p> <p>14 Select Next.</p>		
<p>15 Select the email recipients by checking the corresponding Email confirmations to checkboxes.</p> <p>16 Select Finish.</p>		
<p>A status message displays indicating the registrations were successful.</p>		

<p>Task B. Withdraw Subordinates from a Scheduled Offering</p>		
<p>1 From the Home page, select the My Employees tab.</p>		
<p>2 Select the Register Employee easy link.</p>		

<p>3</p> <p>4</p>	<p>Select the Withdraw Users radio button.</p> <p>Select Next.</p>	
<p>5</p> <p>6</p>	<p>Search for a scheduled offering by entering keywords.</p> <p>Select Next.</p>	
<p>7</p> <p>8</p>	<p>Select a scheduled offering option.</p> <p>Select Next.</p>	
<p>9</p> <p>10</p>	<p>Check the Withdraw checkbox next to the corresponding subordinate to withdraw.</p> <p>Select Next.</p>	 <p><i>Note: A supervisor cannot withdraw the user if they were registered by an admin.</i></p> <p><i>Supervisors who withdraw a user from an offering will see a warning if this item is a prerequisite for another enrollment. Then the system will automatically withdraw the user from the dependent offering.</i></p>
<p>11</p> <p>12</p>	<p>Select the email recipients by checking the corresponding Email confirmation checkboxes. Remove the item from the subordinate's To-Do List by checking the corresponding checkbox.</p> <p>Select Finish.</p>	

<p>A status message displays that withdrawal from the scheduled offering is successful.</p>	
---	--

Task C. View Subordinate's Registrations

<p>1 From the Home page, select the My Employees tab.</p>	
<p>2 Select an employee card to load that user's To-Do List. 3 Customize the view by filtering the To-Do List by registrations only.</p>	

Notes