

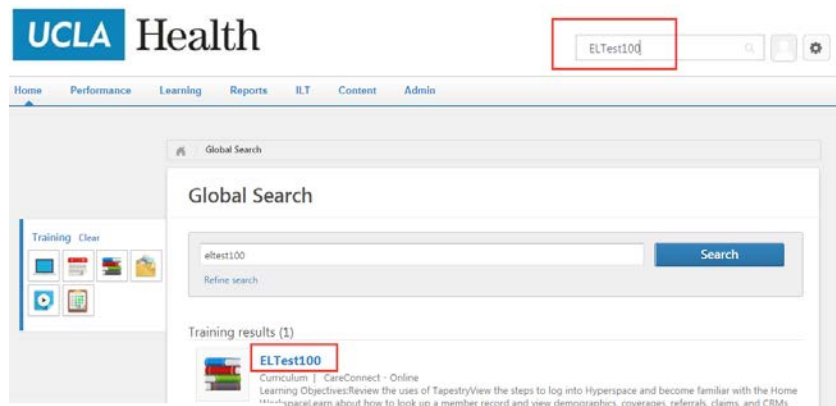
Cornerstone Training Guide

Manager Assigns Curriculum to an Employee

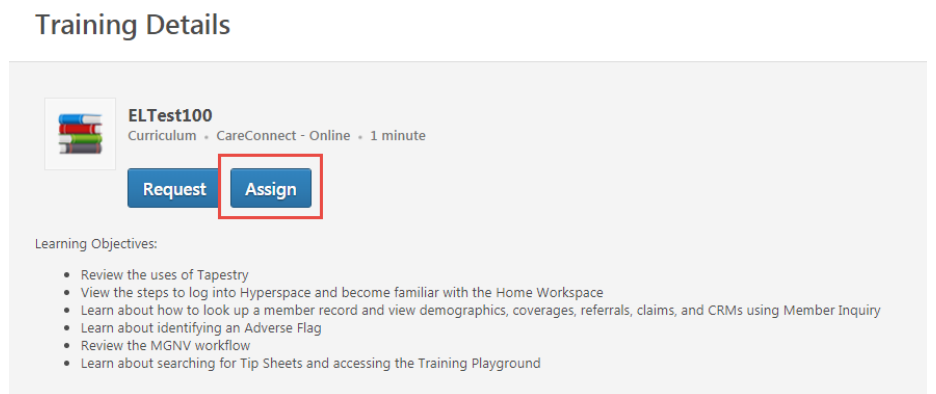
Introduction

A manager can assign ELT curriculum to a direct report or indirect report. Here are instructions after logging into Cornerstone: <https://uclahealth.csod.com/samldefault.aspx>

1. After logging into Cornerstone, in the upper right-hand corner, use the **global search** box to type in the name of the curriculum. This example shows ELTEST100, however please enter the curriculum ID you wish to search. Once it appears, select it by clicking the title.



2. Click **Assign**.



3. Complete the following steps (optional is not required)

- a) **(Optional)** Enter the **Due Date** if you want an employee to complete by a certain date.
- b) **(Optional)** Enter a **message** that will appear in the notification email.
- c) Check the **Direct Subordinates check box** to select all your subordinates or check each individual check box to select individual subordinates.
- d) **(Optional)** You also have the option to search and select indirect subordinates by clicking the **Select an Indirect Subordinate** icon.
- e) Finally, click **Submit** and a notification email will be sent to your selected subordinates.

Due Date A

Add a Comment B

Automatically register users C

<input type="checkbox"/>	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/>	Bryan Jung		0	None	
<input type="checkbox"/>	Deana Schafer		0	None	
<input type="checkbox"/>	Linda Holguin		0	None	
<input type="checkbox"/>	Lisa Sergy		0	None	
<input type="checkbox"/>	Marion Abrazado		0	None	
<input type="checkbox"/>	Mary Mcneil		0	None	
<input type="checkbox"/>	Samantha Dunn		0	None	

D

Select an Indirect Subordinate

Select a User from a Cost Center I Appr...

Indirect Subordinates	Language Equivalency	Assignment History	Current Status

E