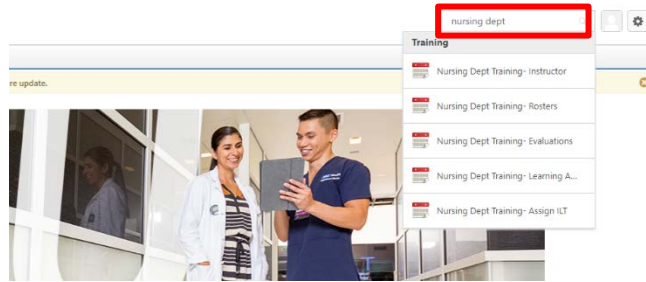


Cornerstone Training Guide Manager Assigns Training

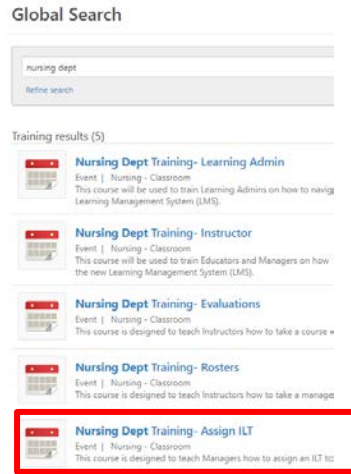
Introduction

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

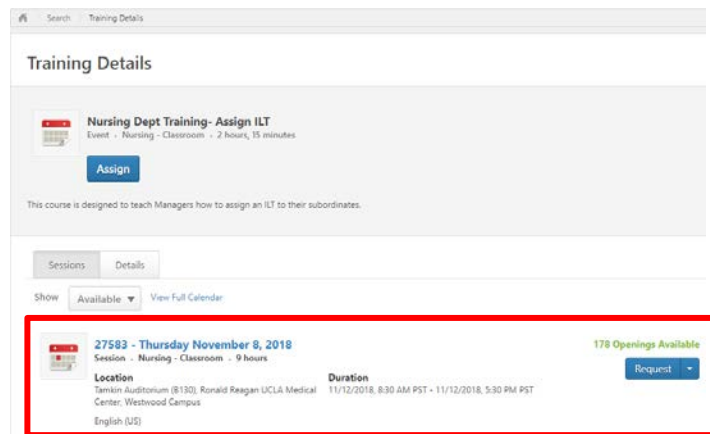
1. Use the **Global Search Box** in the upper right-hand corner to search for a course name.



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**.

27583 - Thursday November 8, 2018
 Session - Nursing - Classroom - 9 hours
 178 Openings Available

Location: Tamkin Auditorium (B130), Ronald Reagan UCLA Medical Center, Westwood Campus
 Duration: 11/12/2018, 8:30 AM PST - 11/12/2018, 5:30 PM PST
 English (US)

Request
 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.

Automatically register users

Users who have the training already in their transcript are not included in this assignment

<input type="checkbox"/> Direct Subordinates 4b	Language Equivalency	Assignment History	Current Status	Include Subordinates
<input type="checkbox"/> ANN DALOS BINDRA		0	None	
<input type="checkbox"/> ARIKA DUCHENE		0	None	
<input type="checkbox"/> BRIAN CHETTANAPANICH		0	None	
<input type="checkbox"/> JEFF ZARATE		0	None	
<input type="checkbox"/> JILL SCHERREY		0	None	
<input type="checkbox"/> KATHLEEN FELDMAN		0	None	
<input checked="" type="checkbox"/> 4c KISSY VASQUEZ		0	None	
<input type="checkbox"/> KRISTINE TRAXLER		0	None	

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.

Select an Indirect Subordinate | Select a User from a Cost Center | Appr...

Indirect Subordinates	Language Equivalency	Assignment History	Current 4d
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Cancel Submit

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