Cornerstone Training Guide
Manager Assign, Cancel, and Reschedule Training

Introduction
In this scenario, Managers will assign an employee to a training, cancel the assigned training, and reschedule an employee to a new session.

Steps to assign training to an employee:

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:
   a. (Optional) Enter a message that will appear in the notification email to assigned participants.
   b. Click the Direct Subordinates box to select all of your direct reports.
   OR
   c. Select the box next to each individual to enroll specific subordinates.
   d. Click Submit and a notification email will be sent to your selected subordinates.

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

1. On the Cornerstone Tool Bar, hover your cursor over Learning and from the dropdown menu, click Manage Employee Learning.

2. Click on the View Transcript icon for the appropriate employee.

3. 

4. When you are on the employee’s transcript page, complete the following steps:
   
   4a. Locate the training that you assigned to the employee. Click the dropdown arrow next to “View Training Details”  
   
   * Note: the status will show as “Registered”

   4b. Click Remove
5. Complete the following steps:

5a. **Select a reason** for cancelling the training.

5b. Leave a **comment** with additional details regarding the cancelation.

5c. **Submit**

6. When you are on the employee’s transcript page, note that the **status** changed to “Not Started”. Click on the **drop-down arrow** again, this time click **Moved to Archived Transcript**.

7. Click on **Archive** on the page that opens to complete the process.

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**Removing CAD100 Schegistration**

Once you remove this training item, it will no longer appear on the user’s transcript. You will automatically withdraw the user from this session.

**Please choose a reason for removing this item:**

- Select a reason

**Enter comments explaining why you are removing this item:**

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**Move Training to Archived Transcript**

You have indicated that you would like to archive this training. This will move the training from your Active Transcript into your Archive transcript. The purpose of the Archive Transcript is to store training that the user no longer needs to access. The act of moving training to the Archive does not remove any responsibility the user may have in completing this training.

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To reschedule or reassign training to an employee, follow steps 1-6 located on pages 1-3 of this guide.