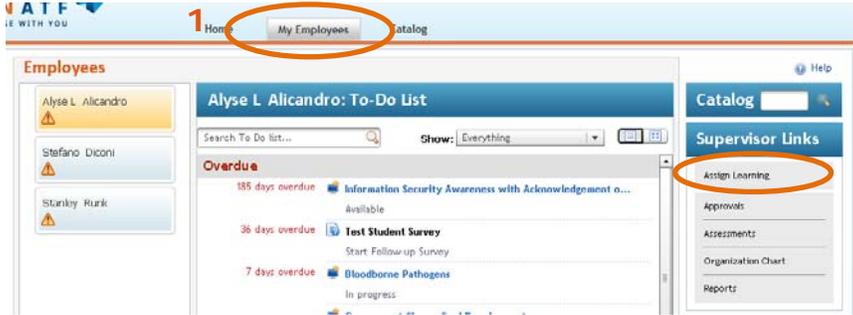
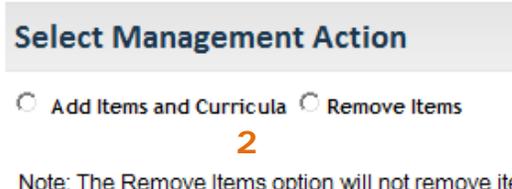
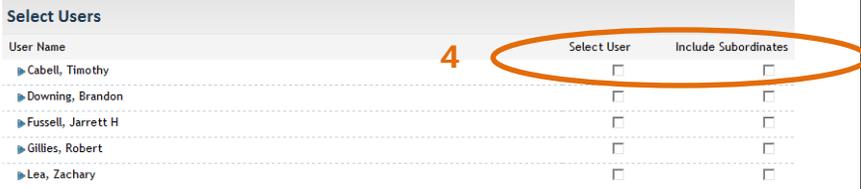
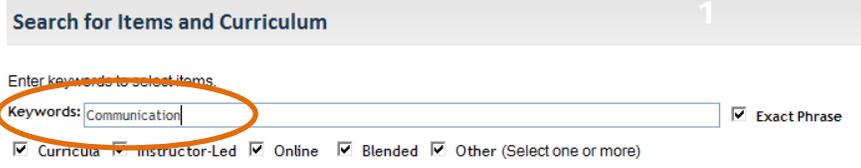
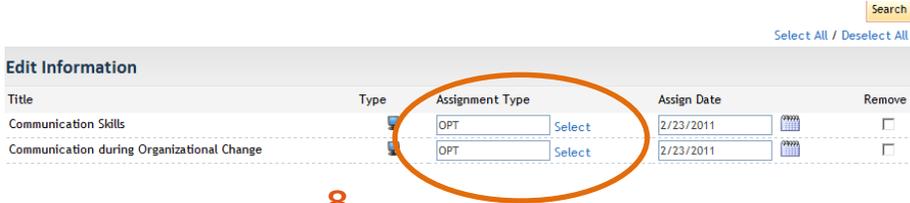


<p>Before You Start:</p>	<p>Supervisors have the option to assign training to an employee or a group of employees.</p> <p>IMPORTANT: Supervisors cannot assign mandatory training. All Mandatory Training is assigned automatically by the system based on the users attributes in HRConnect. (Job Position, Supervisor status, etc...) If you believe an employee has incorrect mandatory training assigned, have that employee call the ATF Help Desk and issue a help desk ticket.</p>																		
<p>1.</p>	<p>To access the Assign Learning wizard, log in to LearnATF and select the My Employees tab and then select the Assign Learning link.</p> 																		
<p>2.</p>	<p>Select the option to either Add or Remove training.</p> <p>Note: Supervisors cannot remove mandatory training or training assigned as part of a curriculum.</p>  <p>Note: The Remove Items option will not remove it:</p>																		
<p>3.</p>	<p>Click on Next.</p> 																		
<p>4.</p>	<p>Check the boxes for the employees you would like to assign training to. If you are a second line supervisor, you also have the option to include the subordinates of one of your direct reports.</p>  <table border="1"> <thead> <tr> <th>User Name</th> <th>Select User</th> <th>Include Subordinates</th> </tr> </thead> <tbody> <tr> <td>▶ Cabell, Timothy</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>▶ Downing, Brandon</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>▶ Fussell, Jarrett H</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>▶ Gillies, Robert</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>▶ Lea, Zachary</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	User Name	Select User	Include Subordinates	▶ Cabell, Timothy	<input type="checkbox"/>	<input type="checkbox"/>	▶ Downing, Brandon	<input type="checkbox"/>	<input type="checkbox"/>	▶ Fussell, Jarrett H	<input type="checkbox"/>	<input type="checkbox"/>	▶ Gillies, Robert	<input type="checkbox"/>	<input type="checkbox"/>	▶ Lea, Zachary	<input type="checkbox"/>	<input type="checkbox"/>
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<p>5.</p>	<p>Click on Add Checked. Review your selections and then click on Next.</p>	
<p>6.</p>	<p>Enter a Keyword to search for training and then click on Search. You can limit the number of courses returned by unchecking some of the options below the search box.</p>	
<p>7.</p>	<p>Choose the course title(s) you would like to select and check the box next to the title. You can select more than one by checking multiple boxes.</p>	
<p>8.</p>	<p>Review your selections and then click on Next at the top of the screen.</p> <p>Important: Do not change the Assignment Type to mandatory. If you like, you can change it to recommended or required by supervisor.</p>	
<p>9.</p>	<p>If you would like the training completed by a specific date, you can Edit the Required Date.</p> <p>You can use the Calendar icon to select a date.</p>	

<p>10.</p>	<p>Review your selections. If you need to make changes, click on <u>Previous</u>. If you are finished, click on <u>Finish</u>.</p> <p>Once complete you will receive an onscreen message that says <u>Success</u>.</p>	<p>Previous Finish</p>
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