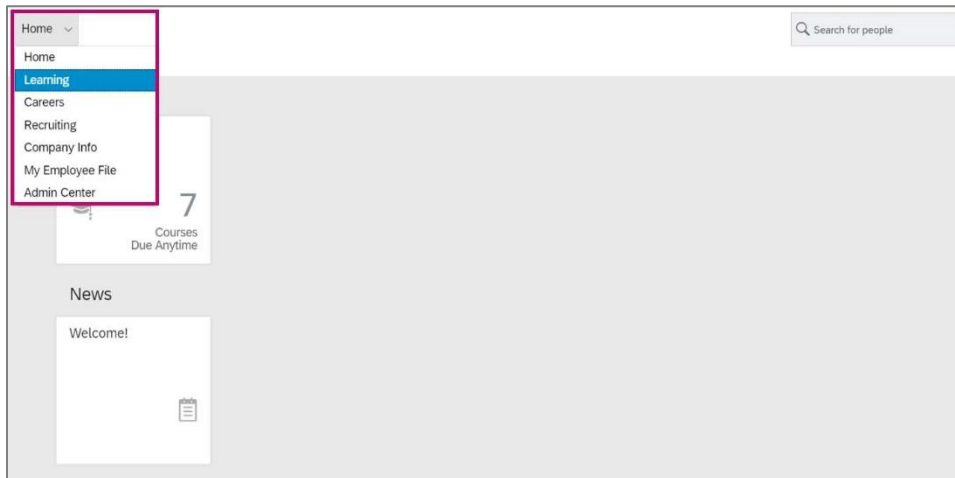
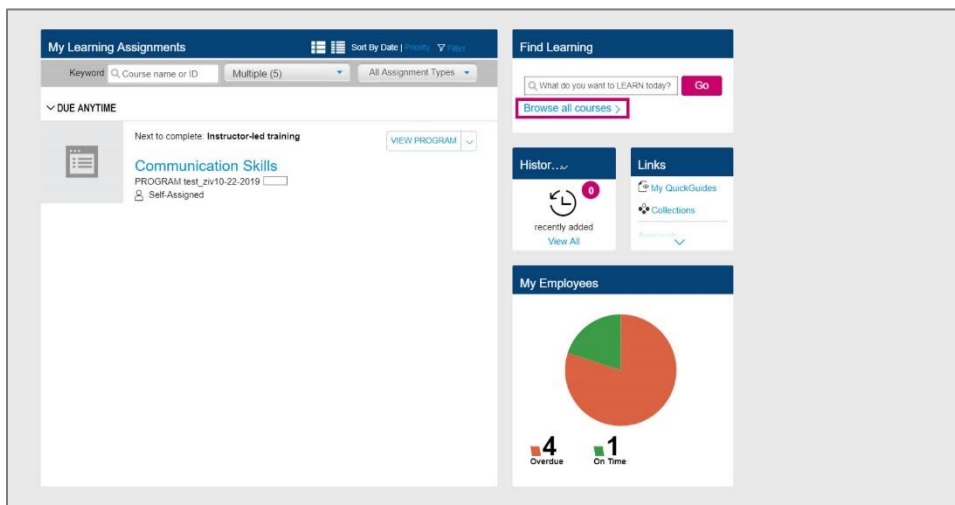


## Assign courses as a manager

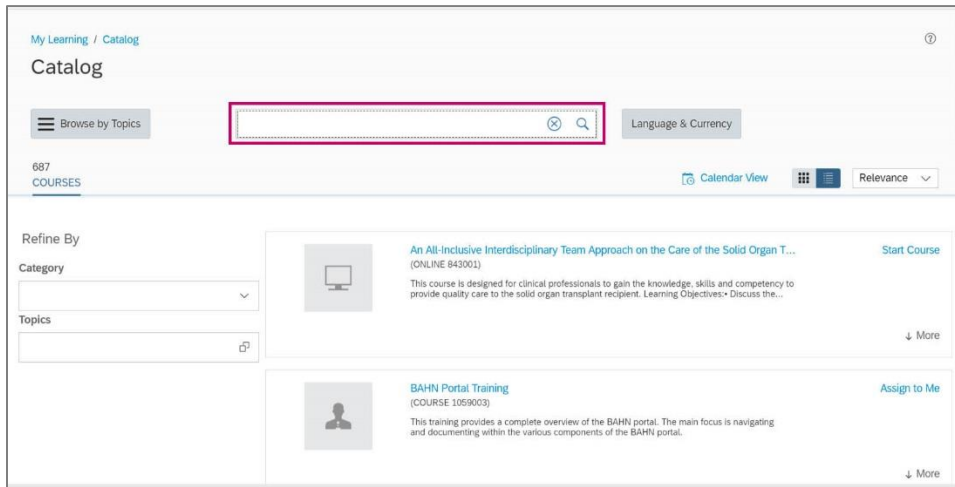
1. Click the **Home** button and select **Learning**



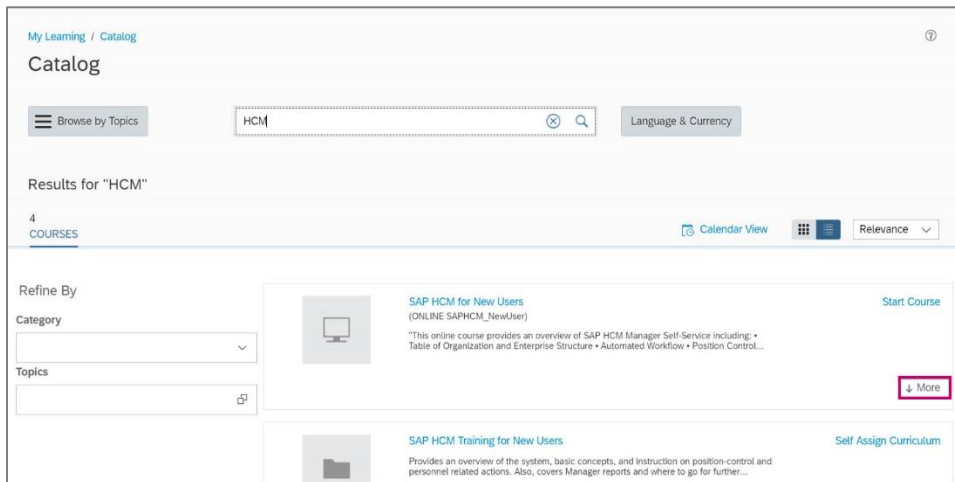
2. Click on **Browse all courses**



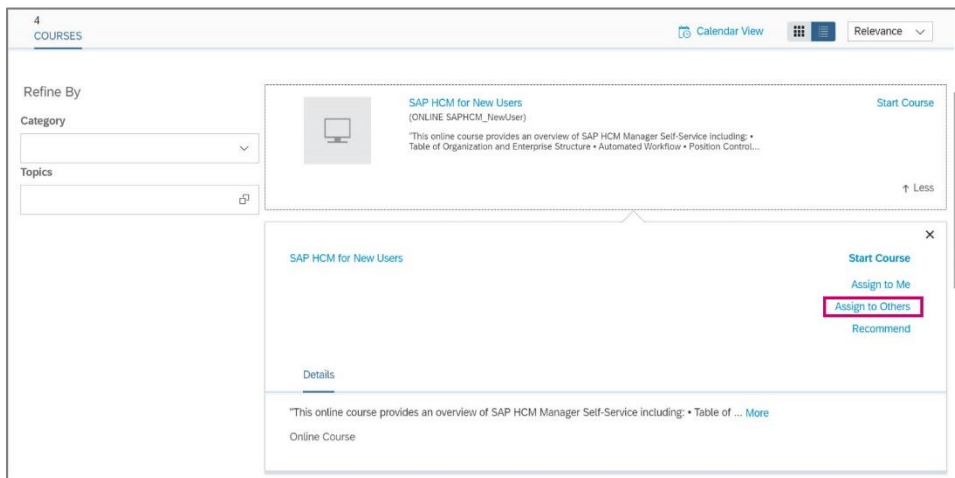
3. Search for the course that needs to be assigned



4. After you found the course, click on **More**



5. Click on **Assign to others**



6. Type in the required date to complete this course (leave blank if it's not necessary)

--- Back  
Assign Learning

Enter Learning Activity Details  
\* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	Assigned	Required Date	Remove
SAP HCM for New Users			--	4/7/2020		X

Employees + Add

There are no employees selected.

Cancel Continue

7. Click on **Add** to add associates

--- Back  
Assign Learning

Enter Learning Activity Details  
\* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	Assigned	Required Date	Remove
SAP HCM for New Users			--	4/7/2020		X

Employees + Add

There are no employees selected.

Cancel Continue

8. Select the associates and click on **Add**

Employees	Region	Job Code	Supervisor	Organization
<input checked="" type="checkbox"/> Correa, Norycely	015018-MONTEFIORE...	XXXXX	ROTI, SUSAN	693-MONTEFIORE LE...
<input type="checkbox"/> JAWA, DEEKSHA	MMC-Moses	3000193	Tenzaf, Ziv	LN - ORGANIZONA...
<input checked="" type="checkbox"/> MAISLIN, BRIAN	MMC-Moses	30001057	ROTI, SUSAN	LN - ORGANIZONA...
<input type="checkbox"/> MCPHILLIPS, DENNIS	MMC-Moses	30001130	Tenzaf, Ziv	OFFICE OF THE CHIE...
<input type="checkbox"/> MURPHY, ALANA	MMC-Moses	30002041	ROTI, SUSAN	HROPS - LN ORGANI...
<input type="checkbox"/> ROTI, SUSAN	MMC-Moses	30000056	Tenzaf, Ziv	HROPS - LN ORGANI...

Employees selected: 2

Cancel Add

9. Check if everything is correct and click **Continue**

← Back  
Assign Learning

Enter Learning Activity Details  
\* Required

Items, Programs and Curricula + Add

Title	Type	Assignment Type	Priority	Assigned	Required Date	Remove
SAP HCM for New Users			---	4/7/2020	04/30/2022	×

Employees + Add

Name	Remove
Norycely Correa	×
BRIAN D MAISLIN	×

Cancel Continue

10. Click on **Assign learning**

← Back  
Assign Learning

Confirm Details

Items, Programs and Curricula

Title	Type	Assignment Type	Priority	Assign Date	Required Date
SAP HCM for New Users		---	---	4/7/2020	04/30/2022

Employees

Name

Norycely Correa

BRIAN D MAISLIN

Cancel Assign Learning

11. Read the message and click on **Close**

Assign Learning

Successfully Assigned

The items/programs/curricula have been successfully added to the specified employees. If the curricula/program were already assigned, they will not be re-assigned

Close

If you have any questions, please contact the Learning Network at [LearningNetwork@montefiore.org](mailto:LearningNetwork@montefiore.org), or call us at 718-920-8787