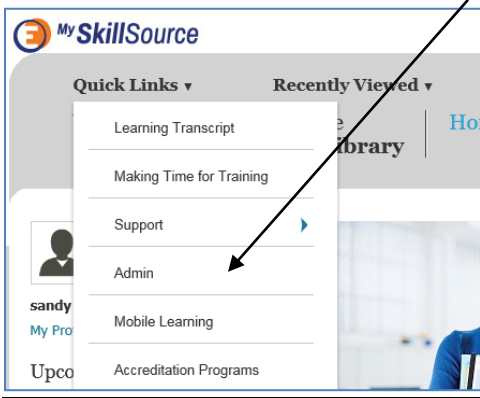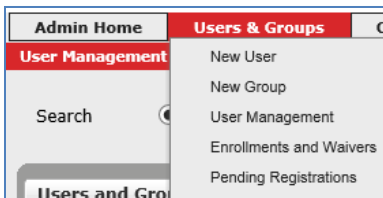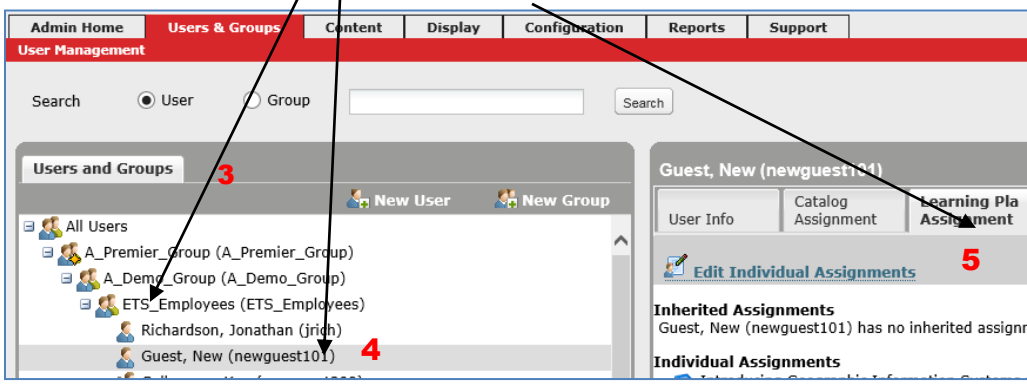# Learning Plan Assignment

1. Log-in and select the Admin tab within Quick Links

2. Click Users & Groups tab then User Management

3. Click on your organization group name (+) (expand the group so you can view employees/users)
4. Click on an employee name (the user you want to assign training to)
5. Click Learning Plan Assignment, then Edit Individual Assignments

6. Click the yellow folders to display course titles (or search based on name or number)
7. Roll the mouse over a course title (blue icon) and select Assign (books and video may be assigned as well)
8. When finished click Save