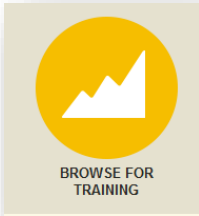




How to Assign Training: (Manager Role)


Introduction Managers have a role in the Learning system to identify training that has been designated for a user to complete and are responsible for approving training requests which require approval. This job aid covers how to assign training to the user.

How to Assign Training

Step by Step:

Step:	Action:
1	Log on to the CNM Talent Management System via <i>myCNM</i> portal.
2	Select the Browse for Training from the Employee Learning tab or select the button from the front page. 
3	From this screen, browse the different trainings available and select the training by name.
4	Upon selection, the Training Details page will open.
5	The manager has two selections available:  <p>The Request button allows the manager to select training to add to their own transcript.</p>  <p>The Assign button allows the manager to assign training to their direct report(s).</p>
6	Select the Assign button to assign training to your staff.

7	<p>The Assign Training screen will appear. The manager can add a due date and/or add a comment.</p> <div data-bbox="467 352 837 667" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Due Date 📅 </div> <div style="padding: 5px 0 0 20px;"> Add a Comment </div> </div> <p style="margin-left: 20px;">Select the due date by clicking on the calendar icon, then select the appropriate date.</p> <p style="margin-left: 20px;">Add a Comment is a text field box. Enter comments as appropriate.</p>																		
8	<p>The Manager also has the choice to automatically register the users into the training. The users will not have to go separately into the system to register for the course if this option is selected.</p> <div data-bbox="467 940 852 1003" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <input type="checkbox"/> Automatically register users </div> <p style="margin-left: 20px;">System note:</p> <div data-bbox="467 1213 1503 1289" style="border: 1px solid #ccc; background-color: #e0f0ff; padding: 5px; margin: 10px 0;"> i Users who have the training already in their transcript are not included in this assignment </div>																		
9	<p>The list of Direct Subordinates will appear. The Manager will select the subordinate and can include the users' subordinates also.</p> <div data-bbox="467 1514 1547 1734" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #333; color: #fff;"> <th style="width: 5%;"></th> <th style="width: 35%;">Direct Subordinates</th> <th style="width: 20%;">Language Equivalency</th> <th style="width: 15%;">Assignment History</th> <th style="width: 10%;">Current Status</th> <th style="width: 15%;">Include subordinates</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; color: #0070c0;">✓</td> <td> Smith, John</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;">None</td> <td style="text-align: center; color: #0070c0;">✓</td> </tr> <tr> <td style="text-align: center; color: #0070c0;">✓</td> <td> Parks, Leslie</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;">None</td> <td style="text-align: center; color: #0070c0;">✓</td> </tr> </tbody> </table> </div>		Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include subordinates	✓	Smith, John		0	None	✓	✓	Parks, Leslie		0	None	✓
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✓	Parks, Leslie		0	None	✓														

10	Once all the users are selected, then click submit on the bottom right of the page.	
11	The system will revert to the Training Details page. To confirm the registration, the manager can check the Transcript page for the users on the Manage Employee Learning tab. To learn more about this process, refer to Manage Employee Learning job aid.	

If you have questions regarding Training, contact the Employee Training at 224-4600 or by e-mail at EmployeeTraining@cnm.edu.