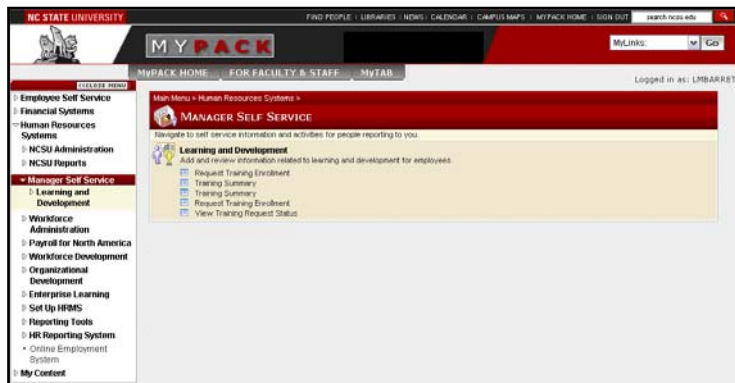


# eLearning Quick Reference Guide - Manager

## Request Training for direct reports

The Request Training menu component allows Managers to register their direct reports for courses managed through eLearning.



## Requesting Enrollment for Direct Reports

1. Click the Human Resources Systems\Manager Self Service\[Learning and Development](#) link.

**NOTE:** Users that have the **eLearning Manager** role and the **eLearning Training Representative** role will display two menu options for **Request Training Enrollment**. The description under each menu item identifies the role for which it is intended.

2. Click the **Request Training Enrollment** link applicable to Managers.
3. Choose a search method to find the preferred course session.
4. Click the link of the preferred search method.
5. Enter full or partial search information or leave blank.
6. Click the **Search** button.
7. Click an entry in the **View Available Sessions** column.
8. Select the preferred course session number.
9. Click the **Continue** button.
10. Click the **Select** option to add an employee to the training request.
11. **Select All** may be used to add all listed employees to the training request.
12. Click the **Continue** button.
13. Click the **Submit** button.
14. Click the **Click OK to Continue** button.

**NOTE:** This action only requests the enrollment for the participant(s). The participant will get a confirmation email once their request is completely processed (either approved or denied).

## Accessing the Training Summary of direct reports

1. Click the Human Resources Systems\Manager Self Service\[Learning and Development](#) link.

**Note:** User's that have the **eLearning Manager** role and the **eLearning Training Representative** role will display two menu options for **Training Summary**. The descriptions under each menu item identifies for which role it is intended.

2. Click the **Training Summary** link for Managers.
3. The Training Summary page is displayed.
4. Click an entry in the **Name** column to select an employee's training summary.
5. The selected employee's training summary is displayed. The summary list internal, professional and archived (pre eLearning) training.

## Training Summary

The Training Summary provides Managers a transcript of their direct reports training history.

