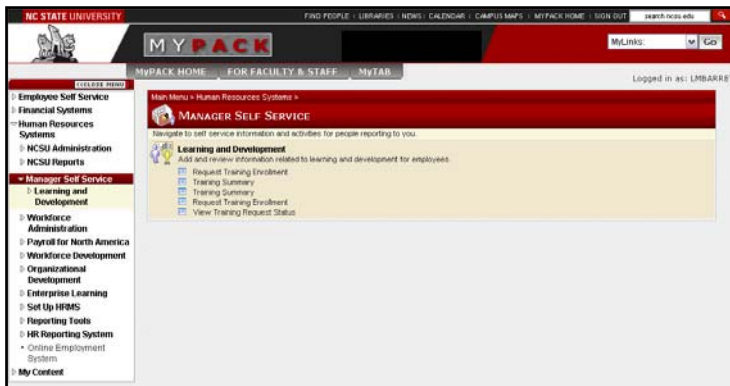


# eLearning Quick Reference Guide – Training Representative

## Request Training for direct reports

The Request Training menu component allows Training Representatives to register participants for courses managed through eLearning.



## Requesting Enrollment for participants

1. Click the **Manager Self Service** link.
2. Click the **Learning and Development** link.
3. Click the **Request Training Enrollment** link. (Ensure that the description reads 'NCSU Training Representative Request Training Enrollment')
4. Click the **Search by Course Name** link.
5. Enter a full or partial course name. Leave blank to get a list of all courses.
6. Click the **Search** button.
7. Select the **View Available Sessions** link of the preferred course.
8. Select the link of the preferred session.
9. Click the **Continue** button.
10. Search for the employee's to enroll by populating any of the available fields.
11. Click in the preferred field.
12. Enter the desired information into the field.
13. Click the **Search** button.
14. Click the **Select All** button to select all employees.
15. Click the **Continue** button.
16. Select the **Submit** button.
17. Click the **Click OK to Continue** button to submit.

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

## View participant Training Summary

1. Click the **Manager Self Service** link.
2. Click the **Training Summary** link.
3. Populate search fields or leave them blank.
4. Click the **Search** button.
5. Individual's Training Summary information is displayed.

## Training Summary

The Training Summary allows Training Representatives to view transcripts of participants.

