Assigning Training to Your Team

This guide will walk you thorugh the process of assigning training to your team using the **Learning Search** functionality.

Learning Search

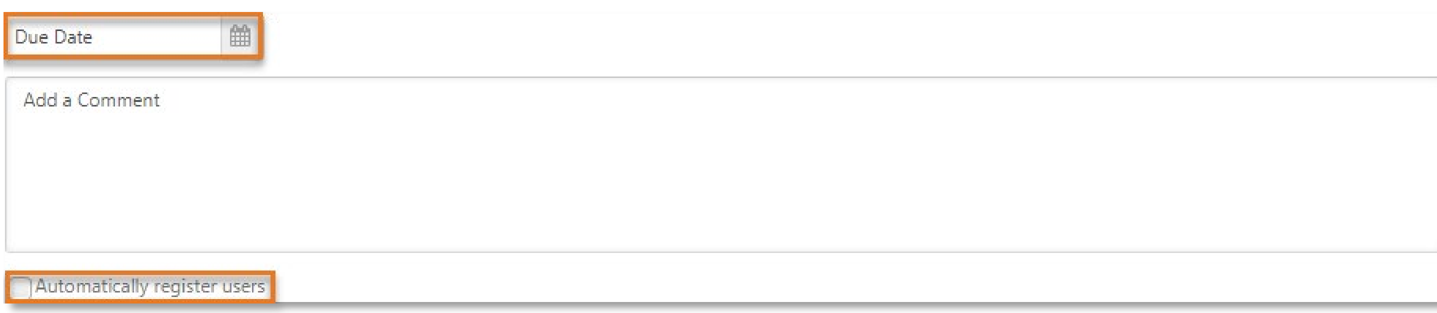
You can assign training to your direct reports right from the Training Details page of a training item.

From any screen within MyCareer@PCC, click on the Show Navigation Menu icon (☰) in the upper right corner of the screen to reveal the Navigation Menu and then click on "**Learning**" to open the Learning submenu. Click on **Learning Search**.

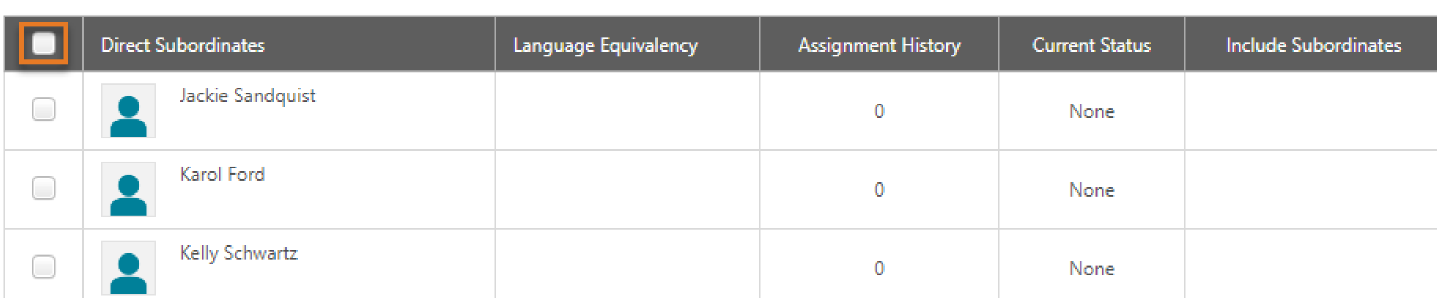
On the resulting page, use the search bar at the top of the page and the filters on the left to identify which training you would like to assign to your team. Click on the title of the desired training item to open the **Training Details** page. From here, click the **Assign** button (Assign) to launch the **Assign Training** page.

The Assign Training Page

At the top of the **Assign Training** page, you will see the name of the training item you have selected along with the format, training provider and duration if provided. Below that you'll be able to select a due date and add a comment to the assignment if you would like. Be sure to check the box next to "Automatically register users" to save your employees a click when accessing the training.



Check the box next to each direct report to which you would like to assign the slected training item. If you would like to assign the item to all of your direct reports you can check the box in the header row of the table.



☐	Direct Subordinates	Language Equivalency	Assignment History	Current Status	Include Subordinates
☐	Jackie Sandquist		0	None	
☐	Karol Ford		0	None	
☐	Kelly Schwartz		0	None	

Note: As mentioned on the **Assign Training** page, users who have the training already in their transcript are not included in this assignment.

At this point, click the **Submit** button (Submit) to create the assignment. Your direct reports will receive an email alerting them to the assignment which contains the course title, description and the due date you set. The assignment will also appear in the **My Actions** box on the user's Welcome Page.