Open the Learner’s Certification page following this path:

1. Click the **Admin** Icon.
2. Click the **People** Tab.
3. Click **Learning** in the left navigation pane.
4. Click **Certifications**.
5. **To search for one person**: place name or unique name in the appropriate field.
   **To search for more than one person**: place an Organization Code or Manager Name in the appropriate fields.
6. Click the **Search** button.
7. In the Search Results list, click **View Certifications** next to name.
8. Click **Add Certifications**.
9. Enter the Certification ID or Name in the **Certification Name** field or place the Certification Code in the **Certification ID** field.

   **Note:** A keyword search in the **Certification Name** field is an option when the Certification ID is unknown.

10. Click **Search**.

11. Check the **Select Box** next to the Certification Name in the results.

12. Click **Select and Close**.

13. The **Learner Certification** page opens where you can confirm the Certification has been **Assigned** and that it was **Assigned by** you.

   **Note:** If the Certification only contains online training, your steps are complete. If there is associated Instructor-led training, you will need to also enroll the employee. See steps below.
Enroll Employee in Associated Instructor-Led Courses

1. Click the **Certificate Title**.

2. Locate the **Course Name** in **Required Courses and Tests** and click the green **Register** button.

3. Review the offering dates/times, locations and seat availability.
   
   **Note**: Make note of date, time and location if needed for your records.

4. Click **Register** to enroll the learner.
5. Click **Finish Team Enroll** to complete the enrollment and view or print the Confirmation.