Facilitator: Enroll Faculty and Staff in Instructor Led Training using Team Enroll

Use this procedure to enroll one or more staff into Web Based Training Modules or Instructor-Led Training activities via the Team Enroll process.

1. Click the Admin Icon.
2. Click the Registrar Tab.
3. Click Team Enroll in the left navigation.

   Notes:
   - Uncheck the Include Contact as Learner selection box, if checked.
   - Ignore the Billed To section. Classes are free.

4. Verify your uniqname is correct in the Enter Your Uniqname field.
5. Click the Next button to open the Search page.

6. Select Instructor Led Training or Web based Training from the drop down to decrease unwanted results. You can also further filter your results by specify when you want the course to start using the Starting drop down.

7. Enter Course Name or Offering ID in the Search Field.
8. Click Search.
9. Click the **Select** checkbox next to the needed offering. **Note:** Make sure to review each session for open seats before trying to register an employee.

10. Click the **Register** button at the bottom of the page.
To select a Single Learner to Add to a Course

11. Click **Set Learner**, then search for the learner(s) name(s) using **Search Person** the pop-up box.

12. Click the **Select Box** next to the correct individual. The search box will close and the learner will be added to the offering.
To Select multiple learners

13. Click the Add Common Learners button

14. Search for the learner(s) name(s) in the Search Person pop-up box. You can also search by Manager to bring up all employees for that manager.

15. In the results list, click the Select Box Next to First Name for the individuals you want to add. A check mark appears next to each name in the list.

16. Click the Select Button.
17. Confirm correct learner name(s) on the Create Team Enroll page.

   IMPORTANT: If No Learner Assigned is still listed, click Remove from Cart. You can also remove any other learner using this method.

18. If you need to add additional users, repeat the process.

19. Click Finish Team Enroll button to open the printable Confirmation.