Enrolling Faculty and Staff into Instructor Led Training using Team Enroll

Use this process to 1) search for Instructor Led Classes and Modules that are not part of a Certification and 2) enroll faculty and staff into them.

1. Click the Manager Icon.
2. Click My Team Learning in the left navigation.
3. Click Team Enroll.
4. Remove any check marks in Include Contact as Learner unless user plans on attending the learning activity.
5. Verify your Uniqname is correct in the Enter Your Uniqname field. And that the Set me as the contact checkbox is marked.
6. Click the Next button to open the Search page.

7. Enter Course Name or Offering ID in the Search Field.
   Refine results by using any or all of these search filters:
   - Select Web-Based Training or Instructor Led Training in the Learning Catalog drop down.
   - Change the Location to “Any Location” using the drop down arrow.
   - Pick a time range using the Starting drop down.
8. Click Search.
9. Review Results for the course name, date and time of interest, location and open seats.

10. Click the **Register** button below the offering to open the Create Team Enroll page.

11. Click Set Learner to enroll one person OR the Add Learners hyperlink to add more than one (for the same date/time).

12. Search for the learner(s) name(s) using **Search Person** pop-up box.

13. Click the **Select Box** next to the name(s) in the results.

14. Click the **Select** button if prompted.

**Note:** if using “Set Learner” (#11 above), once the name is selected the pop-up immediately returns the user to the **Create Team Enroll** page and removes “No Learner Assigned”
15. Confirm correct learner name(s).
   - If No Learner Assigned remains on the Create Team Enroll page, click the Remove from Cart hyperlink.

16. Click Continue Shopping to search for additional classes to add to the Create Team Enroll order page.

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