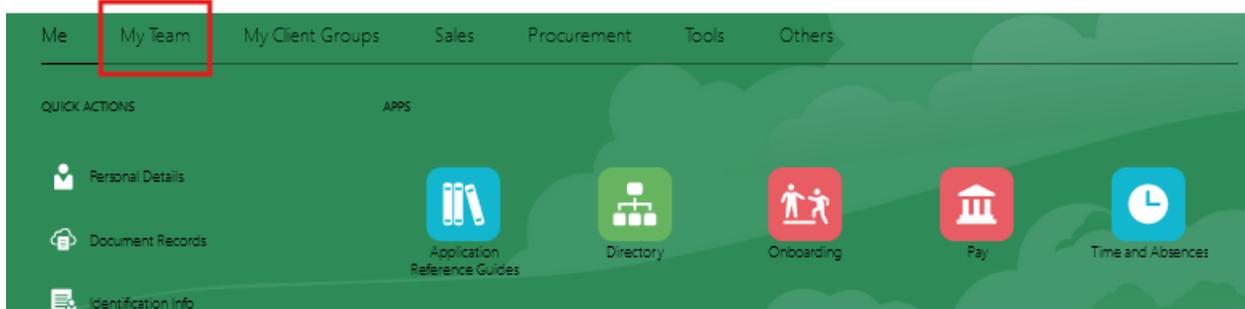


Manager OLC Redwood Self- Service

1. Log into HCM
2. Select “My Team” from the top ribbon



3. Select “Learning”



5. Choose "Sort By" to reorder the columns

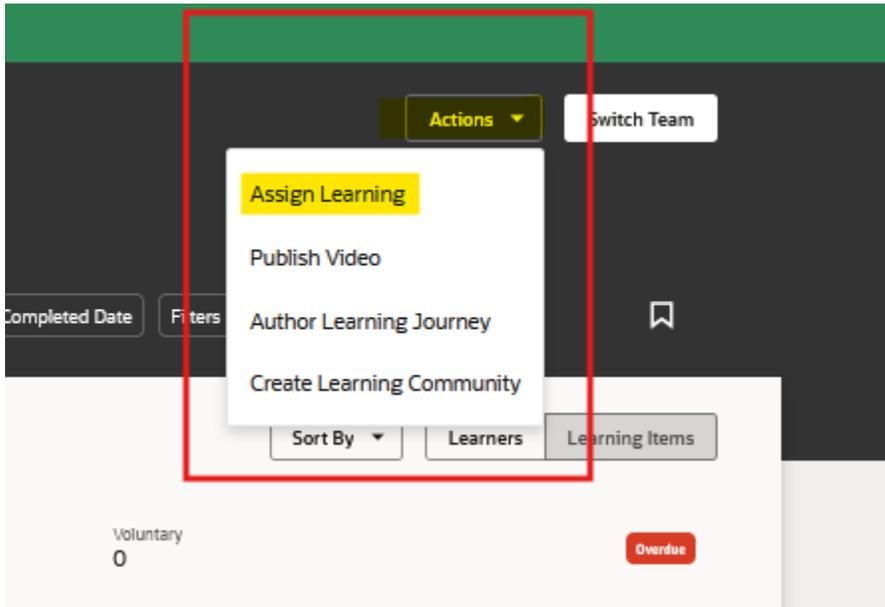
	Sort By	Learners	Learning Items
Required 11	Overdue, Most to Least Recent		Overdue
Required 11	Overdue, Least to Most Recent		Overdue
Required 11	Enrollments, Most to Least		Overdue
Required 11	Enrollments, Least to Most		Overdue
Required 12	Name, A to Z	Voluntary 0	Overdue
Required 12	Name, Z to A	Voluntary 0	Overdue
Required 11		Voluntary 0	Overdue

6. Choose the team member's name

- a. Course, due date, and progression are shown
- b. Overdue status, send email reminder and view enrollment details are shown

Bloodborne Pathogen Exposure Prevention	Due Date 09-Nov-2023	Enrollment Status In Progress	Overdue
Cybersecurity Awareness Training Expected effort is 1.0h - 1.0h hours	Due Date 09-Dec-2023	Enrollment Status No Active Offering	Overdue
Emergency Preparedness Training Expected effort is 0.5h - 1.0h hours	Due Date 31-Mar-2024	Enrollment Status Not Started	Overdue

7. Select “Actions” and “Assign Learning”



8. Complete fields and select "Assign"

Assign Learning

Cancel Assign

Assignment details

Assignment Type Required Start Date 24-Apr-2024

Due Date Context Segment

Context Segment

Learning items

Select a learning item Required

Learners

Select a person Required

Note to Learners

Justification

Justification to Approvers