Assigning Training

This guide will cover:

- Assigning training to employees within your line of supervision (reports).

This functionality is only available to individuals who are currently assigned direct reports in the human resources system. You can assign training to anyone listed as your direct report on the My Team page as well as any of your direct reports subordinates. At this time this only includes benefited employees, at WyoCloud HCM go-live in October 2018, temporary non-benefited employees will be added.

For details on how to use other employee management tools available to supervisors and managers, see the My Team Quick Reference Guide.

Step One
Log-in to the Employee LearnCenter and access the Course Catalog:
- Navigate to the WyoWeb website and select Employee LearnCenter from the WyoCloud area. You will be prompted to log-in using your UW credentials.
Upon logging in, the Employee LearnCenter homepage will be displayed. The link to access Course Catalog is on the left navigation.

Step Two
The Course Catalog will be displayed. The first step to assigning training is to locate the desired learning in the course catalog.

Use the steps outlined in the Course Catalog Quick Reference Guide to identify a learning item you’d like to enroll your report(s) in.
- You can identify trainings available for assignment by looking for the small Assign Learning (person) icon to the right of enrollment titles.
- To begin assigning, click the Assign Person icon.

- In the Assign Learning pop up window, begin typing the name of the employee you’d like to assign training to. The system will autopopulate employee name options from your line of supervision. You can only assign training within your line of supervision.
- Select the correct employee name when displayed.
- You may assign a specific training to multiple employees at once. Continue typing names until all desired employees are assigned.
- Once all employees are assigned to the enrollment, click **Assign**.

When training is assigned to an employee, the employee will receive an email notification. It will also appear on their Current Learning page.

- An alert will display confirming the enrollment assignment.