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# How to enrol a team member in MyLearning

## Information Guide

To enrol one or more team members (direct and next level reports) into a learning course:

- 1. If you are not connected to the University network, please <u>connect to VPN</u>.
- 2. Login to MyLearning.
- 3. Click Employee Self Service dropdown (top left-hand corner) to the Manager Self Service view.
- 4. Select the Team Learning tile.
- 5. Click on Team Members on the left-hand menu.
- 6. Under Team Members, click the drop-down to View Team Members Reporting To.
  - People leaders can enrol direct and next level reports. To enrol next level reports, select your direct report and click **Go** to bring up direct report's team members.
- 7. Select the learner's Name/s or use the Select All (recommended only for up to 30 learners) check box.
- 8. Click Group Actions drop-down. Select Enrol and click Go.
- 9. Go to the **Find Learning** page, **select** the course or class required, and **Enrol**.

#### Note:

A learner can also self-enrol to courses by logging into MyLearning, searching for the online course through **Find** Learning and selecting Enrol.

Please refer to the following page for a visual representation of the above instructions.

If you continue to encounter an error or issue, please contact the <u>HR Service Centre</u> (8313 1111).

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## How to enrol a team member in learning

### Information Guide (visual)

To enrol one or more team members (direct and next level reports) into required learning:

- 1. If you are not connected to the University network, please connect to VPN.
- 2. Login to MyLearning.
- 3. Click Employee Self Service dropdown (top left-hand corner) to the Manager Self Service view.



4. Select the Team Learning tile.

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5. Click on **Team Members** on the left-hand menu.

🐡 View Team Learning	My Team's Learning
🔚 Team Members	Select Team Member View Learning
Find Learning	

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6. Under Team Members, click the drop-down to View Team Members Reporting To.

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7. Select the learner's Name/s or use the Select All (recommended only for up to 30 learners) check box.

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o D.	Higher Education Officer L	08/11/2022	Go To	~	Go

8. Click Group Actions drop-down. Select Enrol and click Go.

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