



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 [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.
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 [HR Service Centre](#) (8313 1111).

Staff Learning Management System	MyLearning Information Guides	Effective Date:	25 August 2023	Version 0.1
Authorised by	Director Organisational Performance	Review Date:	20 June 2024	Page 1 of 3
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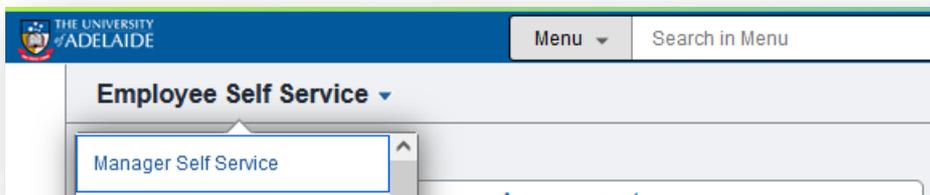


How to enrol a team member in learning

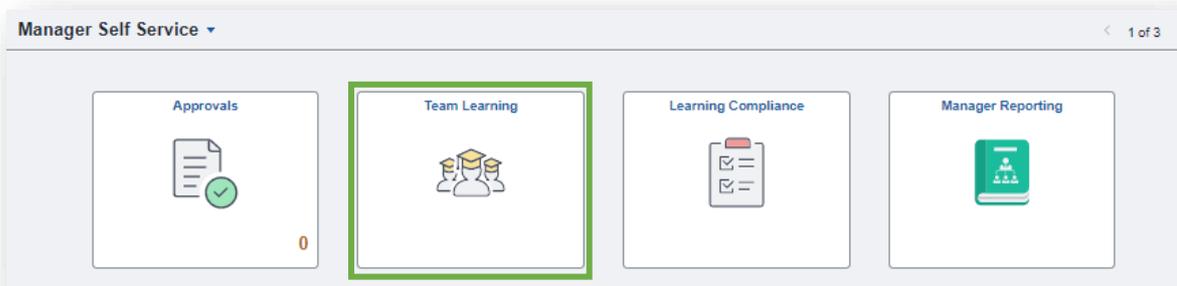
Information Guide (visual)

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

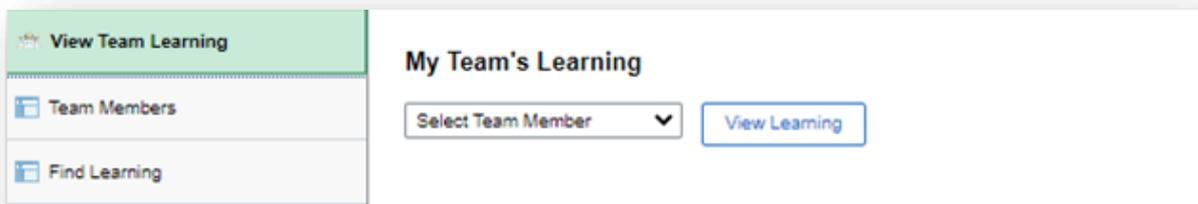
1. If you are not connected to the University network, please [connect to VPN](#).
2. Login to [MyLearning](#).
3. Click **Employee Self Service** dropdown (top left-hand corner) to the **Manager Self Service** view.



4. Select the **Team Learning** tile.



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



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

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

Name	Job Title	Hire Date	Action
<input type="checkbox"/> A	Higher Education Officer L	28/10/2019	Go To... <input type="button" value="Go"/>
<input checked="" type="checkbox"/> C	Higher Education Officer L	18/07/2018	Go To... <input type="button" value="Go"/>
<input type="checkbox"/> D.	Higher Education Officer L	08/11/2022	Go To... <input type="button" value="Go"/>

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**.

If you continue to encounter an error or issue, please contact the [HR Service Centre](#) (8313 1111).

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