

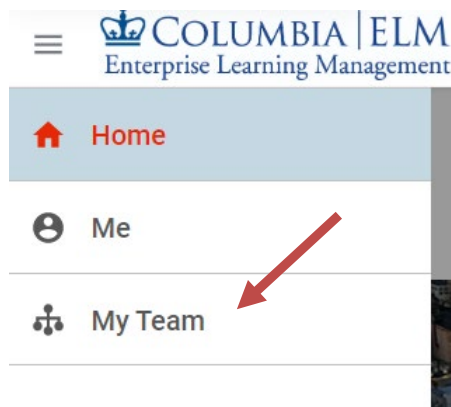
## Assigning Courses to Your Team

The **My Team** page provides quick access to common tasks that summarize information about your team. It is accessible to people assigned as a manager in the system.

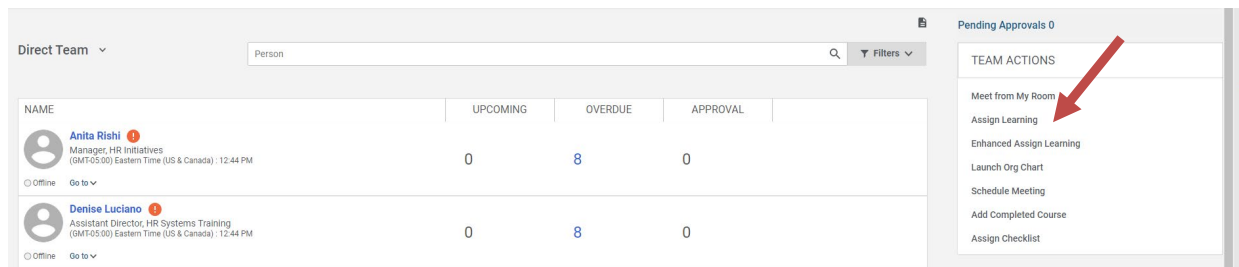
Access to the “My Team” page requires your reporting relationships to be set up in PAC. If you do not see your team members, speak with your HR Departmental contact to request this change.

**Note:** The below steps are just one way to assign a course to a team member. However, there are several different ways to assign a course depending on the page you are on.

1. Log in to [ELM](#); navigate to **the menu on the top left** and click on My Team.



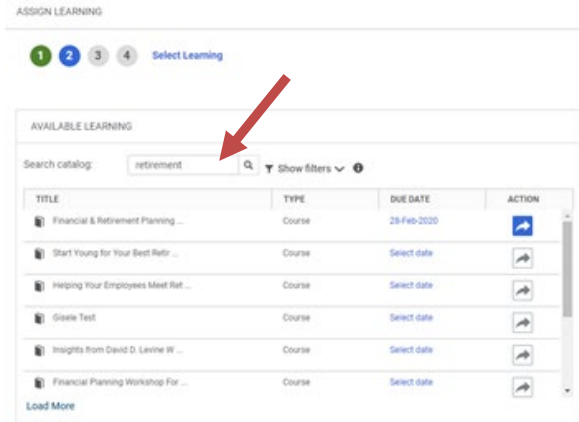
2. Go to the “Team Actions” box on the right, and click the **Assign Learning** link.



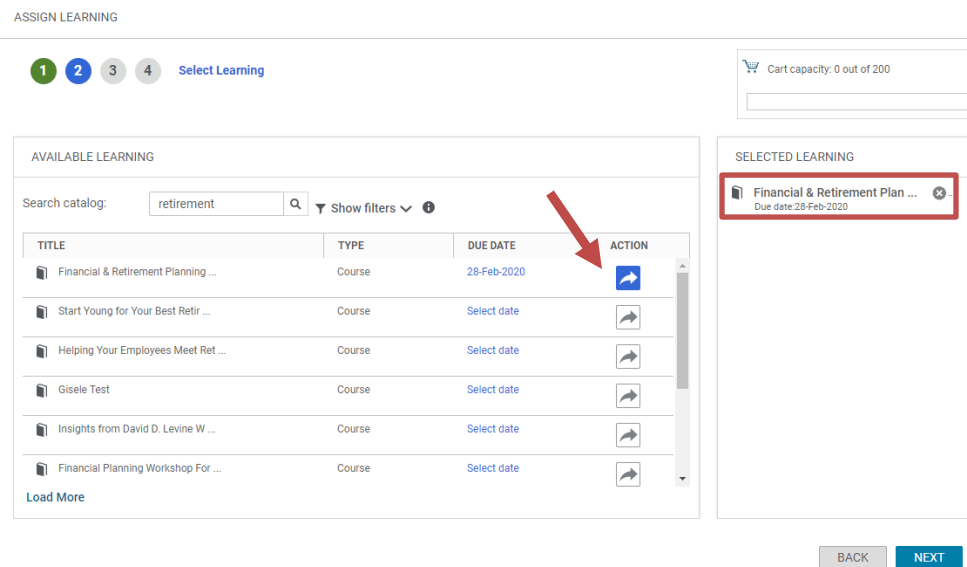
3. Select **Add to Plan** option and click **NEXT**.

**Note:** If you select the **Add to Plan** option, a due date can be set.

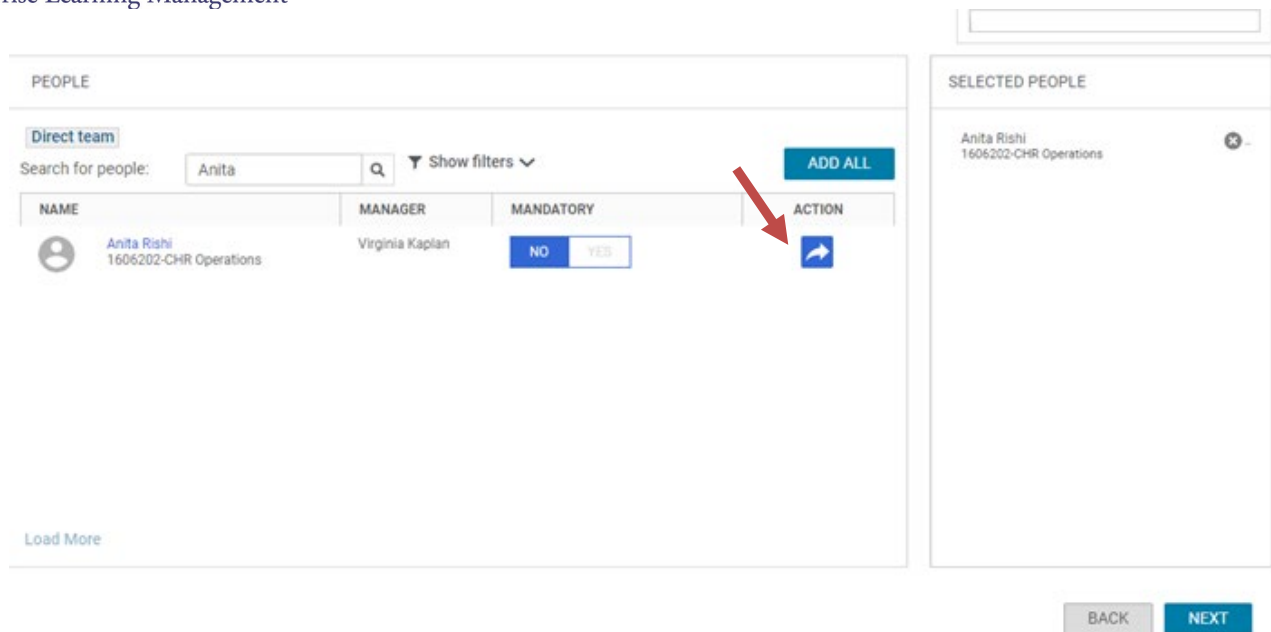
4. Enter the name of the course in the **Search Catalog** field and click on the magnifying glass



- To add a due date, click **SELECT DATE**.
- Click the Arrow button under the Action column for the desired course. This will move the course to the **SELECTED LEARNING** box.





- Click the **NEXT** button.
- Choose/search the desired team member(s) to take the course by clicking the blue arrow button under the **ACTION** column. If the course is mandatory, move the toggle to "YES" under the **MANDATORY** column before adding the team member(s).



PEOPLE

Direct team

Search for people: Anita  Show filters

NAME	MANAGER	MANDATORY	ACTION
 Anita Rishi 1606202-CHR Operations	Virginia Kaplan	<input type="checkbox"/> NO <input type="checkbox"/> YES	

Load More

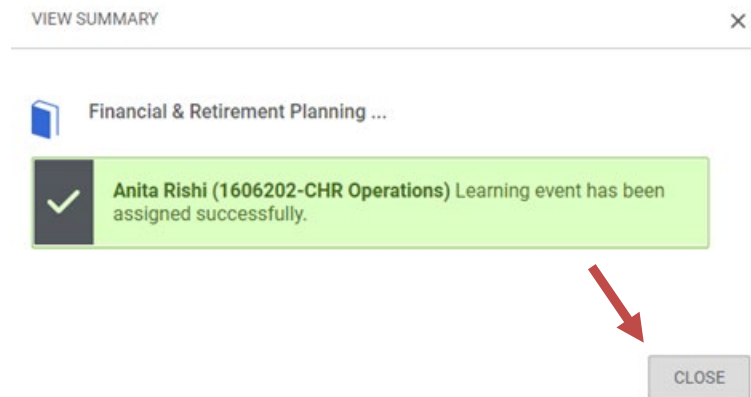
ADD ALL

SELECTED PEOPLE

Anita Rishi  
1606202-CHR Operations


BACK NEXT

9. Click the **NEXT** button. A confirmation window will display.
10. Click the **ADD TO PLAN** button to finish adding the course.
11. Click the **CLOSE** button to return to the Assign Learning window confirmation window.



VIEW SUMMARY

Financial & Retirement Planning ...

 Anita Rishi (1606202-CHR Operations) Learning event has been assigned successfully.

CLOSE

12. Click the "X" to close and return to the **My Team** page.