Purpose: Follow the instructions below to assign a curriculum to a user. Click here to remove a curriculum or an item for a user.

NOTE: Many curricula can be assigned automatically. If you find that you are using this procedure often, consult with your lead KL administrator to determine if automatic assignment is a better option.

Assign a Curriculum to a User:
1. Log into Knowledge Link and go to the Learning Administration page.
   A. Navigate to People
   B. Click Users
   C. Search for the desired user
   D. Click Search
   E. Click the User ID to open their record.
2. Under **User Search**
   A. Select **Curricula**
   B. Click the **Add Curricula** drop down
   C. Click **Add Curricula** to assign a curriculum

3. Search for the curriculum. Click the blue arrow next to **Add/Remove Criteria** to narrow your search. A **Search Criteria** window will pop up. Select boxes to narrow your search. If you select **Curriculum Title**, for example, select **Curriculum title “contains”** then type a portion of the curriculum title. Then click **Search**.
4. Select the desired curricula by clicking the Add checkbox and clicking **Add**.

5. The curriculum has been added.
Remove a Curriculum or Item for a User

NOTE: DO NOT REMOVE courses or curricula containing the following: a course ID or curriculum ID starting with "UP." or a course or curriculum title containing the words or phrases: HIPAA, Diversity, Unconscious Bias, Safety Net, Safety Essentials, Infection, Harassment, e-Star, Responsible Conduct. Consult your entity's core admin regarding requests to remove these courses.

1. Log into Knowledge Link and go to the Learning Administration page.
   A. Navigate to People
   B. Click Users
   C. Search for the desired user
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2. Click Assigned Items, and type a word from the item title in the search box.

3. Check the item information for a curriculum ID and proceed as follows.
If there is no **Curriculum ID**....

Click the ellipsis and click **Remove**. **You may stop here**.

If there is a **Curriculum ID**...

Note the curriculum ID and click the **Curricula** tab. Continue to the next step.

4. Find the curriculum, click the ellipsis, and then click **Remove**.
5. If presented with the message below, click **OK**.

### Remove Curricula

Removing the curriculum from user’s assignment will also result in the user’s removal from the corresponding Assignment Profile and its future curriculum assignments. Do you want to continue?

[Image of a window with OK and Cancel buttons]

**CAUTION:** If the user was enrolled in a class, the ITEM may still be on the learning plan. If so, use the process on the following pages to withdraw the user and remove the item.

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**Withdrawing a User**

1. From the user profile, click the **Actions** drop down and click **Launch Proxy**.

[Image of user profile with Actions dropdown open]

2. The user’s learning plan will open in a new window.

3. Locate the course on their learning plan, click the arrow next to “Enrolled” and then click **Withdraw**.

[Image of learning plan with withdrawal process highlighted]
4. Click **Yes**, Click **Yes** to remove the item

   ![Image](image.png)

5. Close the proxy session.

   ![Image](image.png)

   NOTE: If you close the window without clicking “Close Session” you will see a warning that you cannot return to Knowledge Link until the proxy session is closed. If you see this warning, click **End Proxy Session**.