The steps below outline how to enroll or withdraw your employees via the My Team tab.

**Enroll Employees**

1. After logging into Knowledge Link, click on your **My Team** tab.

2. Click **Register/Withdraw Employees** under your “Manager Links” title.

3. Select **Register Employees**.

Select the type of action you would like to take:

- **Register Employees**
  - Register Employees into a class.

- **Withdraw Employees**
  - Withdraw Employees from a class.
4. Click **Add**

5. Enter the topic or course title in the search box.

   ![Search Box](Critical Care Course)

6. A list of available classes will be presented. Click **Select** to select the class from the list.

   ![Class List](SEP 07 Critical Care Course -... 9/7/2020 08:00 AM - 9/11/2020 04:30 Corp - 1500 Market St - 1500 Market West Tower - 9th Floor 44 seats available)

   ![Class List](DEC 07 Critical Care Course -... 12/7/2020 08:00 AM - 12/14/2020 Corp - 1500 Market St - 1500 Market West Tower - 9th Floor 45 seats available)
7. Click the Add button to search for employees.

![Enter Registration Details]

- **Class:** Critical Care Course - UPHS  
  - **Description:** No Description  
  - **Associated Item:** COURSE HS.10015.ITEM.CCC  
  - **Available Seats:** 1 of 45 enrolled, 0 waitlisted

- **Start Date/Time:** 9/7/2020 08:00 AM Eastern Time  
  - **Facility & Location:** Corp - 1500 Market St - 1500 Market West Tower - 9th Floor  
  - **Price:** 0.00 US Dollar(USD)

- **Employees**
  - No employees selected

8. Select the employees you wish to enroll
   
   A. Click to place a checkmark next to each employee’s name  
   B. Click **Add**

![Select Employees]

- **Employees:**  
  - Admin Prof email  
  - Admin Prof email  
  - Admin Prof email  
  - Employees selected: 2
9. Add comments if desired, then Click **Continue**.

10. Click **Register Employees**

11. Click **Close**.
Withdraw Employees

1. After logging into Knowledge Link, click on your My Team tab.

2. Identify the employee for the course withdrawal
   A. Click the arrow next to the employee
   B. Click the Enrolled drop down arrow and click Withdraw.

3. You will be asked to confirm. Click Yes.
4. You will be asked if you want to remove the associated item. Click Yes if desired. (The item will be removed only if it was assigned by the user or by you.)

5. You will be given the option to enroll the user in another class. Click the “x” in the upper right to close the window.