Purpose: This document outlines the steps to assign one or more items to one or more users. When assigning items, you will also be able to set a due date.

1. From the Learning Administration page:
   A. Click Users.
   B. Click Tools.
   C. Click User Needs Mgmt.
   D. Click Add Items.
   E. Click Next.

2. Click **add one or more from list** to search for users by name.

3. Enter criteria to search for users and click **Search**.
4. Check the box next to the name(s) you need to assign, then click **Add**.

5. Click **Next**.
6. Click **add one or more from list** to search for items by name.
7. Enter criteria to search for users and click **Search**.
8. Check the box next to the item(s) you need to assign, then click **Add**.
9. Click **Next**.
10. Enter the Assignment Type (“Required” is recommended) and the Assignment Date (the current date, unless you want the assignment to be retroactive).

11. Click **Next**.
12. Enter the Required Date, then click **Run Job Now**. (If no required date is entered, the user will not receive periodic reminders to complete the training.)

13. The item(s) will be assigned and a “success” message will be displayed.