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. In the Admin tab:
   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**.

   ![Image of selecting users](image1.png)

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).

   ![Image of selecting items and entering information](image2.png)

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.)

   ![Image of completing the assignment](image3.png)

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