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 “Supervisor Links” title.

3. Select Register Users.

4. Click Next.
5. Enter the topic or course title in the **Keywords** search box.

![Search Box](image)

**NOTE:** The **Exact Phrase** checkbox is checked by default. If you type multiple words, and uncheck this box, be aware this will increase the number of results. This could make it more difficult to find the course you want.

6. A list of available scheduled offerings will be presented. Select the offering from the list and then click **Next**. If the results are unsatisfactory, click the **Previous** button to return to the previous page and search again.

![Select Scheduled Offerings](image)

7. Select the User you wish to enroll, then click **Next**.

![Select Users](image)

8. Add comments if desired, then Click **Next**.

9. Click **Next**.

10. Click **Finish**.
Withdraw Employees

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

2. Click the name of the person whose curriculum you want to remove, and find the course in which they are enrolled. Then click the arrow next to Enrolled, and then 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 scheduled offering. Click the “x” in the upper right to close the window.