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 Manage User Learning.
   B. Click Manage Assignments.
   C. Click Add Items.
   D. Click Next.

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

### Manage Assignments

> Step 1 > Step 2

**Step 2: Select Users**

* = Required Fields

**Add Users**

Enter User ID or **add one or more from list.**

* User ID:

[Add button]

**Edit Users**
3. Enter criteria to search for users and click **Search**.

<table>
<thead>
<tr>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
</tr>
<tr>
<td>Results</td>
</tr>
</tbody>
</table>

**Search Users**

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

- **Keyword**: 
- **User ID**: 
- **Last Name**: 
- **First Name**: 
- **User Status**:  

[Search] [Reset]

4. Check the box next to the name(s) you need to assign, then click **Add**.

**User**

<table>
<thead>
<tr>
<th>Search Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results</td>
</tr>
</tbody>
</table>

**Select Users For Needs Management**

[Add]
5. Click **Next**.

6. Click **add one or more from list** to search for items by name.

7. Enter criteria to search for Items and click **Search**.
8. Check the box next to the item(s) you need to assign, then click **Add**.

- **Items**
  
<table>
<thead>
<tr>
<th>Item Title</th>
<th>Assign. Type</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIPAA Privacy and Security Education (Rev 2/20/2014 04:44 PM Eastern Time)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Click **Next**.

- **Manage Assignments**

10. Enter the Assignment Type ("Required" is recommended) and the Assignment Date (the current date, unless you want the assignment to be retroactive). Click **Next**
11. 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.)

**Manage Assignments**

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5

**Step 5: Complete Managing Assignments**

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10735850</td>
<td>Smith, John</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Assign Type</th>
<th>Assign Date</th>
<th>Required Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE HS.00001.ITEM.HIPAA_PRIV_SEC (Rev 2/20/2014 04:44 PM Eastern Time)</td>
<td>HIPAA Privacy and Security Education</td>
<td>REQ</td>
<td>7/16/2020</td>
<td>07/31/2020</td>
</tr>
</tbody>
</table>

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

**Manage Assignments**

Confirmation

Finished

**Status:**

- Successfully added the items to the specified Users.