**Purpose:** Follow the instructions below to Assign or Remove a curriculum for a user.

NOTE: Many curricula can be assigned automatically. If you find that you are using this procedure often, consult with your lead KL administrator to determine if automatic assignment is a better option.

**Assign a Curriculum to a User:**
1. Log into Knowledge Link and go to the **Learning Administration** page.
   A. Navigate to **People**
   B. Click **Users**
   C. Search for the desired user
   D. Click **Search**
   E. Click the User ID to open their record.
2. **Under User Search**
   - A. Select **Curricula**
   - B. Click the **Add Curricula** drop down
   - C. Click **Add Curricula** to assign a curriculum

3. Search for the curriculum. Click the blue arrow next to **Add/Remove Criteria** to narrow your search. A **Search Criteria** window will pop up. Select boxes to narrow your search. If you select **Curriculum Title**, for example, select **Curriculum title “contains”** then type a portion of the curriculum title. Then click **Search**.
4. Select the desired curricula by clicking the Add checkbox and clicking **Add**.

5. The curriculum has been added.
Remove a Curriculum for a User

NOTE: DO NOT REMOVE courses or curricula containing the following: a course ID or curriculum ID starting with "UP," or a course or curriculum title containing the words or phrases: HIPAA, Diversity, Unconscious Bias, Safety Net, Safety Essentials, Infection, Harassment, e-Star, Responsible Conduct. Consult your entity’s core admin regarding requests to remove these courses.

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   A. Navigate to People
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2. Select Assigned Items, find the item and look for the curriculum ID...

   If there is no Curriculum ID....

   Click the ellipsis and click Remove. You may stop here.
3. Find the curriculum, click the ellipsis, and then click **Remove**.

4. If presented with the message below, click **OK**.

   **Remove Curricula**

   Removing the curriculum from user's assignment will also result in the user's removal from the corresponding Assignment Profile and its future curriculum assignments. Do you want to continue?

   [OK] [Cancel]

   **CAUTION:** If the user was enrolled in a class, the ITEM may still be on the learning plan. If so, use the process on the following pages to withdraw the user and remove the item.
Withdrawing a User

1. From the user profile, click the **Actions** drop down and click **Launch Proxy**.

2. The user’s learning plan will open in a new window.

3. Locate the course on their learning plan, click the arrow next to “Enrolled” and then click **Withdraw**.

4. Click **Yes**, Click **Yes** to remove the item

5. Close the proxy session.

NOTE: If you close the window without clicking “Close Session” you will see a warning that you cannot return to Knowledge Link until the proxy session is closed. If you see this warning, click **End Proxy Session**.