KN®WLEDGE**LINK**

Follow the steps below to enroll users in a class using the Launch Proxy feature. Instructions for withdrawing a user begin on page 5.

Enrolling a User

1. Log into Knowledge Link, go to the Learning Administration, click People and click Users.

Learning Administration



2. Search for the user you need to enroll.

Users	Search 🔞
Search	Saved Searches 🔮
Enter a value for each field that also add or remove search crite	you want to use to filter your search. Some fields allow you to select from a list of values. You can ria to further refine your search. Search Save As Reset
Case sensitive search:	◯ Yes ● No
User ID:	Starts With
Last Name:	Starts With
First Name:	Starts With
User Status:	Active O Not Active O Both
Profile Status:	Active Expired Both
Organizations:	Starts With
Job Codes:	Starts With
Position ID:	Starts With
External ID:	Starts With
Add/Remove Criteria 😌	Search Save As Reset

3. Click the user's User ID to open their profile.

UserID	User Name 🔺	
HS GPS2		l

4. Click the **Actions** drop down arrow, Click **Launch Proxy**.

User Search										Actions ~
										Manage Assignments
6 C										Manage Registration
	Admin Prof email	8	in the second second	100	Status: Active				-	Launch Proxy
	8				accessioners				-	Send Email Notification
	UPHS									Assign Alternate Managers
					-					Сору
User Details	Assigned Items	Curricula	Programs	Registration	Content Status	Completed Items	Surveys	Approvals	External Learning R	Delete

- 5. The user's learning plan will open in a new window. You can perform most of the same functions, just as you would on your own learning plan. (Except you cannot *start* a course.)
- 6. If the desired course is not on the user's learning plan, use the "Find Learning" box to search for the course and selfassign. *NOTE: If the course is part of a curriculum, be sure to search for and self-assign the curriculum, and not just the course.*

Find Learning	
Q Search Browse all courses >	Go

7. Locate the course on their learning plan and click **Register Now**.



8. Find the desired date and click **Register Now**.

С	ritical Care Course	- UPH	S 😗						
СС	COURSE HS.10015.ITEM.CCC								
Re	vision: 1 - 1/21/2016 04:4	18 PM East	tern Time						
Ite	m Description:								
This course is designed for professional nurses either beginning a career caring for critically ill patients or with nursing experience but new to critical care. The course's foundation is based on the Core Curriculum of the American Association of Critical Care Nurses. The course curriculum uses blended teaching methodologies encompassing didactic and simulation modalities and includes a systems approach to nursing assessment, clinical interventions, and evaluation of critically ill patients. The course is taught by clinical experts from UPHS.									
~	ASSIGNMENT INFORMA	TION							
F	Required Date:		Completior	n Date:	Day	/s Remaining	J:		
,	Assignment Type: OPT		Assignmen	Assignment Date: 6/23/2020 Assigned By: HS.GPS2,Stauffer, Teri					
>	CURRENT REGISTRATIO	ON							
~	AVAILABLE CLASSES								
	Description	Day(s)	Start â	End	Primary Location	Available Seats	Price	Action	
		5	9/7/2020 08:00 AM Eastern Time	9/11/2020 04:30 PM Eastern Time	Corp - 1500 Market St - 1500 Market West Tower - 9th Floor	44	0.00 (USD)	View Details	
		6	12/7/2020 08:00 AM	12/14/2020 04:30 PM	Corp - 1500 Market St -	45	0.00	View Details	
			Eastern Time	Eastern Time	1500 Market West Tower - 9th Floor		(USD)	Register Now	

9. Click Confirm.

← Back Registration	0
Lastly, enter any comments that you wish to be associated with your request and/or registration.	Previous Confirm
Class	
Critical Care Course - UPHS 19	
COURSE HS.10015.ITEM.CCC	
Revision: 1 - 1/21/2016 04:48 PM Eastern Time	
Start Date: 12/7/2020 08:00 AM Eastern Time	
End Date: 12/14/2020 04:30 PM Eastern Time	
Capacity: 0 of 45 enrolled, 0 waitlisted	
Price: 0.00 (USD)	
Registration Comments	
User Name: Stauffer, Teri	
Registration Active Enrollment (Enrolled) Status:	
Comments:	

10. Close the proxy session.

^{™ Penn} SANDB [®] X	Home	Welcome	
← ^{Back} Registration			?

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**.



Withdrawing a User

1. Log into Knowledge Link, go to the Learning Administration page, click People and click Users.

Learning Administration



2. Search for the user you need to enroll.

Users	Search 🥹
Search	Saved Searches 🔮
Enter a value for each field that you also add or remove search criteria t	want to use to filter your search. Some fields allow you to select from a list of values. You can o further refine your search.
	Search Save As Reset
Case sensitive search:	Ves No
User ID:	Starts With 🔻
Last Name:	Starts With
First Name:	Starts With
User Status:	Active Not Active Both
Profile Status:	Active Expired Both
Organizations:	Starts With
Job Codes:	Starts With
Position ID:	Starts With
External ID:	Starts With
Add/Remove Criteria ᅌ	
	Search Save As Reset

3. Click the user's User ID to open their profile.

User ID	User Name +	
HS GPS2		ļ

4. Click the **Actions** drop down arrow, click **Launch Proxy**.

User Search										Actions ~
										Manage Assignments
										Manage Registration
	Admin Prof emai	8	Concession in which the	120	Status: Active				-	Launch Proxy
	85								-	Send Email Notification
	UPHS									Assign Alternate Managers
					~					Сору
User Details	Assigned Items	Curricula	Programs	Registration	Content Status	Completed Items	Surveys	Approvals	External Learning R	Delete

- 5. The user's learning plan will open in a new window. You can perform most of the same functions, just as you would on your own learning plan. (Except you cannot *start* a course.)
- 6. Locate the course on their learning plan, click the arrow next to "Enrolled" and then click Withdraw.



7. .Click Yes to confirm



8. Click No. (Do not remove the item from the learning plan, in case that user needs to enroll in a different class.)



9. Close the proxy session.

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← ^{Back} Registration		(

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**.

