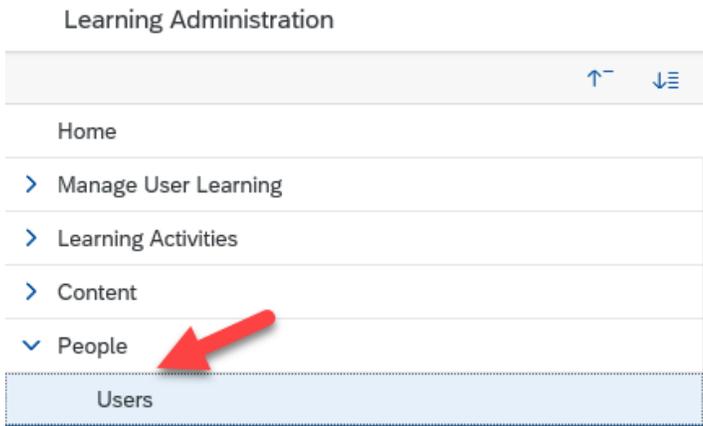




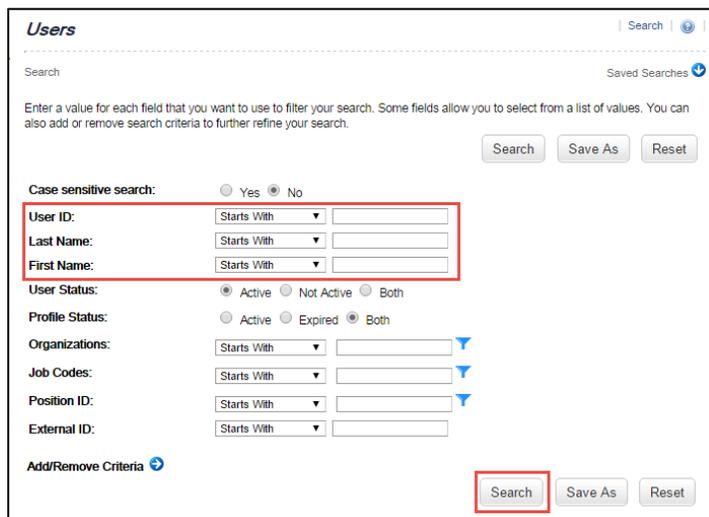
Follow the steps below to enroll users in a class using the Launch Proxy feature. Instructions for withdrawing a user begin on page 5.

Enrolling a User

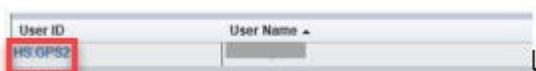
1. Log into Knowledge Link, go to the **Learning Administration**, click **People** and click **Users**.



2. Search for the user you need to enroll.



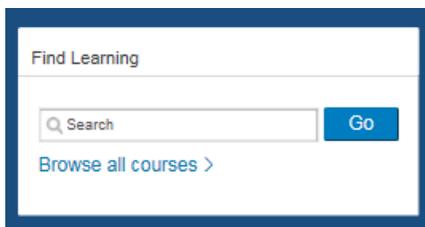
3. Click the user's User ID to open their profile.



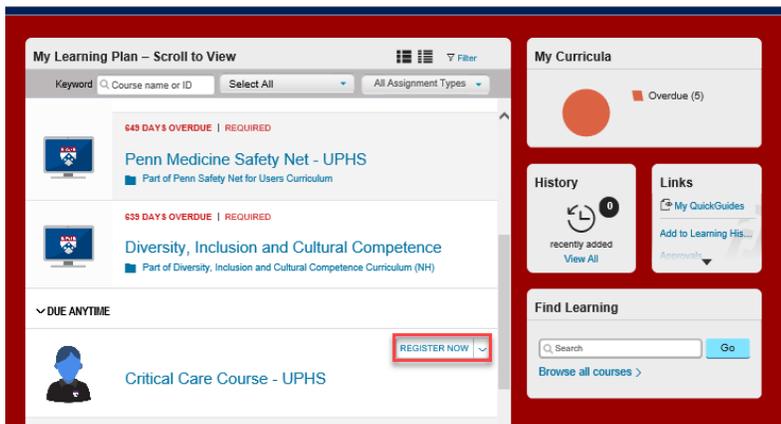
4. Click the **Actions** drop down arrow, Click **Launch Proxy**.



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 self-assign. **NOTE: If the course is part of a curriculum, be sure to search for and self-assign the curriculum, and not just the course.**



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



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

Critical Care Course - UPHS
COURSE HS.10015.ITEM.CCC
Revision: 1 - 1/21/2016 04:48 PM Eastern Time
Item 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 INFORMATION

Required Date:	Completion Date:	Days Remaining:
Assignment Type: OPT	Assignment Date: 6/23/2020	Assigned By: HS.GPS2, Stauffer, Teri

CURRENT REGISTRATION

AVAILABLE CLASSES

Description	Day(s)	Start	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 Eastern Time	12/14/2020 04:30 PM Eastern Time	Corp - 1500 Market St - 1500 Market West Tower - 9th Floor	45	0.00 (USD)	View Details Register Now

9. Click **Confirm**.

← Back Registration ?

Lastly, enter any comments that you wish to be associated with your request and/or registration.

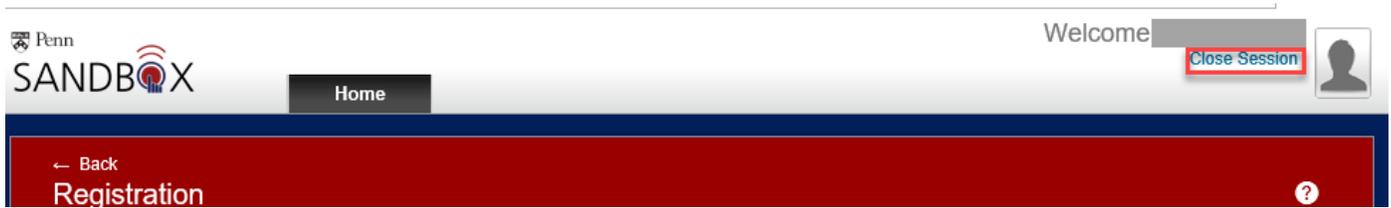
[Previous](#) [Confirm](#)

Class
Critical Care Course - UPHS
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 Status: Active Enrollment (Enrolled)
Comments:

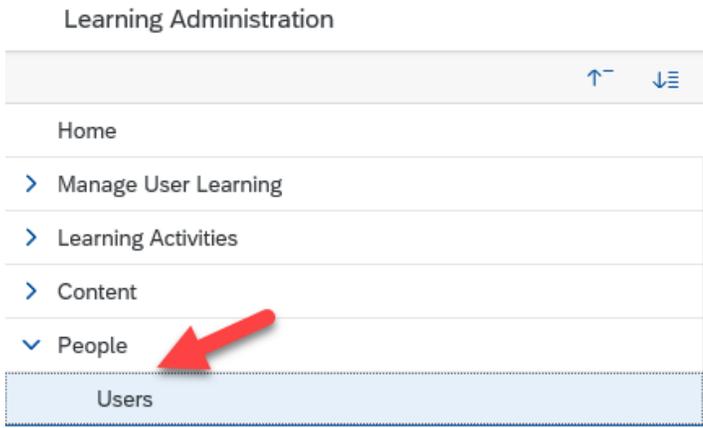
10. Close the proxy session.



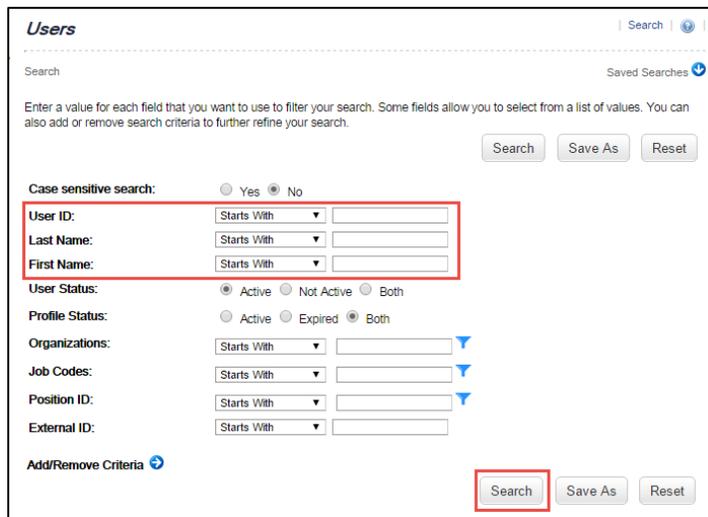
NOTE: If you close the window without clicking “Close Session” you will see a warning that you cannot return to Knowledge Link until the proxy session is closed. If you see this warning, click **End Proxy Session**.

Withdrawing a User

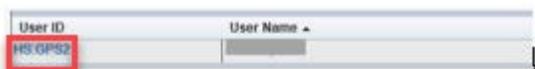
1. Log into Knowledge Link, go to the **Learning Administration** page, click **People** and click **Users**.



2. Search for the user you need to enroll.



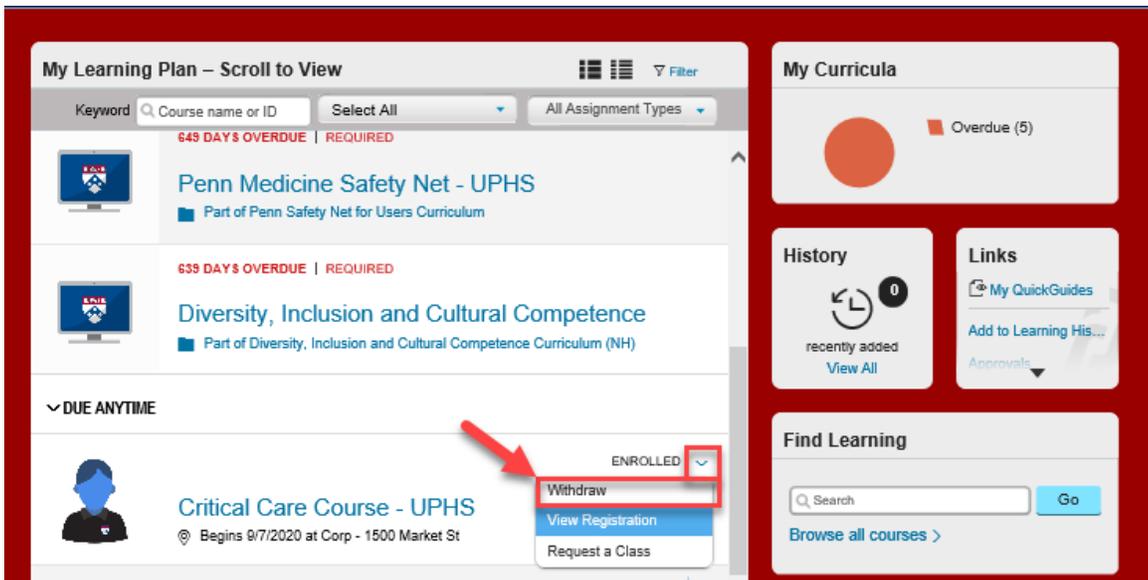
3. Click the user's User ID to open their profile.



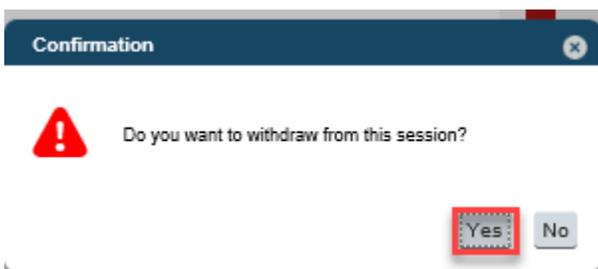
4. Click the **Actions** drop down arrow, click **Launch Proxy**.



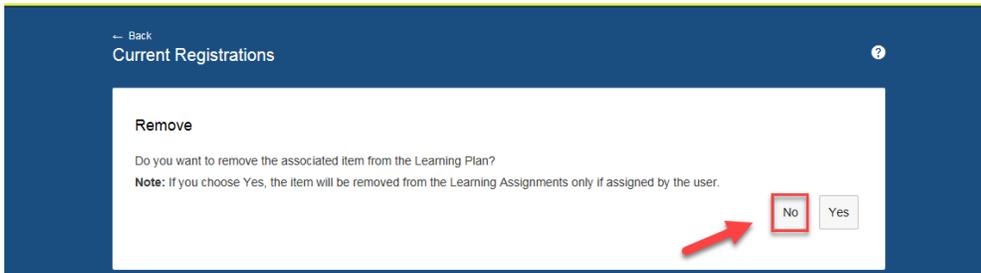
5. The user's learning plan will open in a new window. You can perform most of the same functions, just as you would on your own learning plan. (Except you cannot *start* a course.)
6. Locate the course on their learning plan, click the arrow next to "Enrolled" and then click **Withdraw**.



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.



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**.