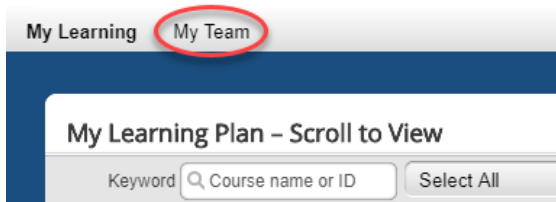




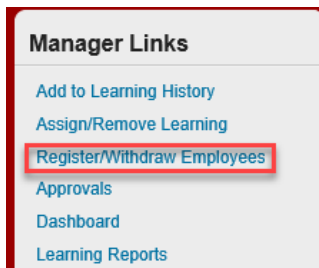
The steps below outline how to register or withdraw your employees via the My Team tab.

Register Employees

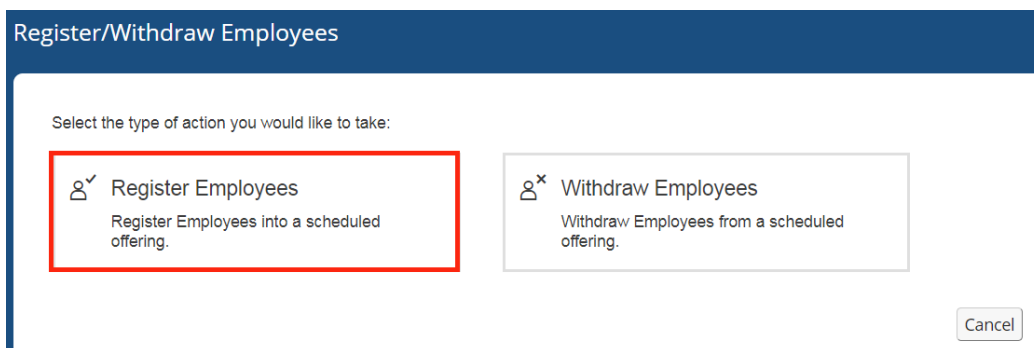
1. After logging into Knowledge Link, click on your **My Team** tab.



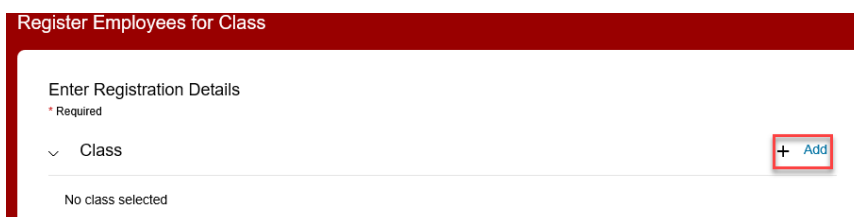
2. Click **Register/Withdraw Employees** under your "Manager Links" title.



3. Select **Register Employees**.



4. Click **Add**, next to Class.



5. Enter the topic or course title in the **Keywords** search box and press Enter.

6. A list of available classes will be presented.
 - A. Use the calendar to select an exact date. (Optional)
 - B. Select the class from the list and then click **Select**.
 - C. Click **X** to close this screen.

7. Next to Employees, click **Add** to select the User(s).

8. Select desired User(s) you wish to register.
 - A. Click to Select All Employees
 - B. If desired, use filters to narrow down the list (Employees, Region, Job Code, Supervisor, Organization).
 - C. Click **checkbox** for the users you wish to register.
 - D. Click **Add**.

Select Employees

Employees	Region	Job Code	Manager	Organization
<input type="text" value="Q Employees"/>	<input type="text" value="Q Region"/>	<input type="text" value="Q Job Code"/>	<input type="text" value="Q Manager"/>	<input type="text" value="Q Organization"/>
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		Admin Prof email		Penn Med Academy Extern...
<input checked="" type="checkbox"/>		Admin Prof email		Penn Med Academy Extern...
<input checked="" type="checkbox"/>		Admin Prof email		Penn Med Academy Extern...

Employees selected: 1

Cancel Add

9. To continue:
 - A. Click **Add** to add more users (optional).
 - B. Click **Continue**.

Register Employees for Class

Enter Registration Details
* Required

Class: Critical Care Course - UPHS [Change Class](#)

Start Date/Time: 9/7/2020 08:00 AM Eastern Time
Description: No Description
Facility & Location: Corp - 1500 Market St - 1500 Market West Tower - 9th Floor
Associated Item: COURSE HS.10015.ITEM.CCC
Price: 0.00 US Dollar(USD)
Available Seats: 3 of 45 enrolled, 0 waitlisted

Employees

Name	* Registration Status	Payment Method	Account	Comments	Remove
	Active Enrollment (Enr)				

Cancel Continue

10. Check that the information is correct, then click **Register Employees**.

Do not uncheck the Users checkbox. The user(s) will automatically receive a registration email notification.

Do not check the Instructors, Supervisors, or Others checkboxes. Those notifications are not configured.

Register Employees for Class

Confirm Registration Details

Class: Critical Care Course - UPHS

Start Date/Time: 9/7/2020 08:00 AM Eastern Time

Facility & Location: Corp - 1500 Market St - 1500 Market West Tower - 9th Floor

Price: 0.00 US Dollar(USD)

Description: No Description

Associated Item: COURSE HS.10015.ITEM.CCC

Employees

Name	Registration Status	Payment Method	Comments
	Active Enrollment (Enrolled)		

Notify: ☒ Users ☐ Instructors ☐ Managers ☐ Others

Cancel
Register Employees

11. Click **Close**.

Successfully Registered

Successfully Registered

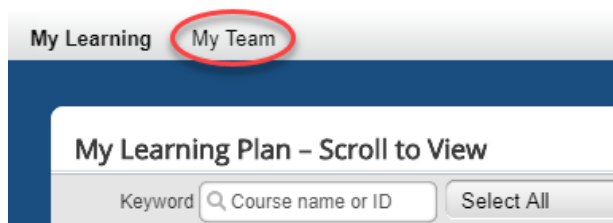
All registrations in this class were successful.

[Register or withdraw more employees](#)

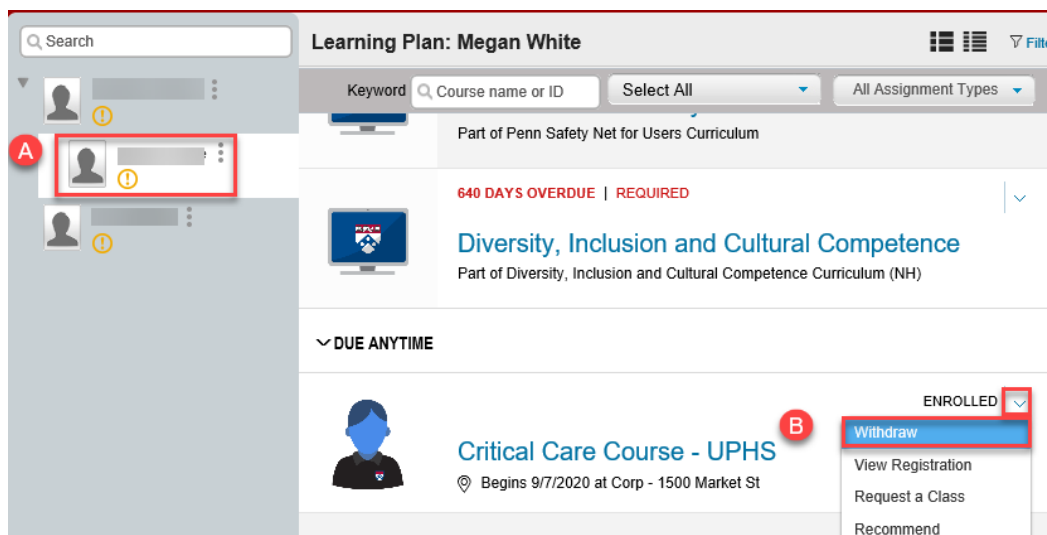
Close

Withdraw Employees

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



2. Click the name of the person who you want to withdraw, 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.)

Remove

You can remove assignments from your list if you assigned it to yourself and if you registered for a single class. If someone else assigned it or if you registered for multiple classes, we do not remove it. Do you want to remove the course from your assignments?

No Yes

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.

