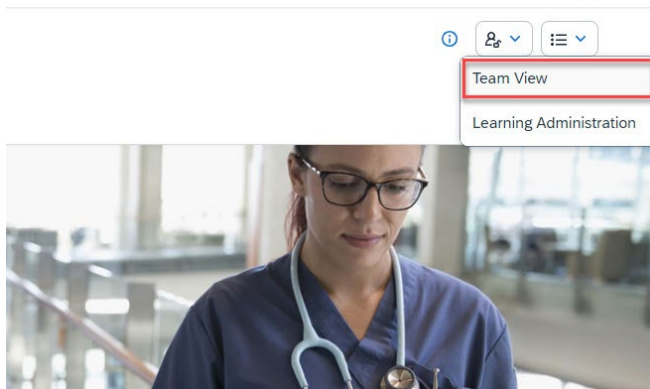




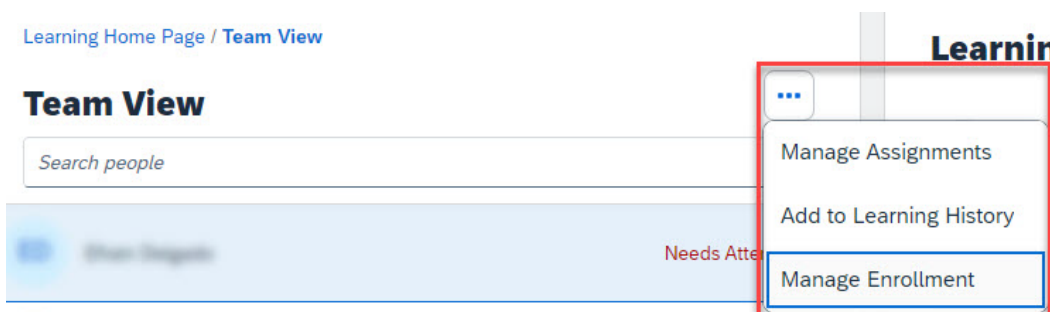
The steps below outline how to register or withdraw your employees via the Team View tab.

Register Employees for In-person classes

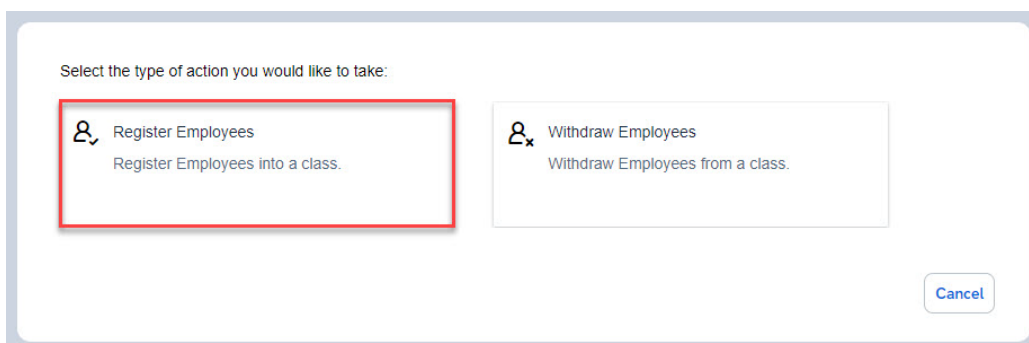
1. After logging into Knowledge Link, click the  icon, then click on your **Team View** tab.



2. Click the  icon, on the upper left side of the screen then select **Manage Enrollment** next to your “Team View” title.



3. Select **Register Employees**.



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

Register Employees for Class

Enter Registration Details

* Required

▼

Class

No class selected

Add

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

Select Desired Courses from Library

CPR/BLS for Nursing - HUP

×

Q

Language & Currency

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

Select Desired Courses from Library

Refine By

A

November

2024

Mon

Tue

Wed

Thu

Fri

Sat

Sun

44

28

29

30

31

45

7

8

9

10

46

11

12

13

14

15

16

17

47

18

19

20

21

22

23

24

48

25

26

27

28

29

30

1

49

2

3

4

5

6

7

8

Hide Legend

Today

Selected

Working Day

Non-Working Day

Class

NOV

12

CPR/BLS for Nursing - HUP

11/12/2024 08:30 AM -

11/12/2024 11:00 AM...

HUP Cedar - Room 675 -

6th Floor

5 seats available

B

Select

NOV

12

CPR/BLS for Nursing - HUP

11/12/2024 03:00 PM -

11/12/2024 05:30 PM...

HUP Cedar - Room 675 -

6th Floor

5 seats available

Select

NOV

13

Nursing Orientation - HUP

11/13/2024 08:00 AM -

11/13/2024 12:00 PM...

HUP: Maloney - Medical

Alumni Hall- Maloney...

Select

Created by: Penn Medicine Academy

 Penn Medicine

Page | 2 of 7

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

Register Employees for Class

Enter Registration Details

*** Required**

Class: CPR/BLS for Nursing - HUP

Change Class

Start Date/Time: 11/12/2024 08:30 AM Eastern Time

Description : This CPR/BLS class is for HUP - Cedar Ave Dept of Nursing staff, and is **held on-site at HUP - Cedar Ave**

Facility & Location: HUP Cedar - Room 675 - 6th Floor

Associated Item: COURSE HS.10001.ITEM.CPR100

Available Seats: 0 of 5 enrolled, 0 waitlisted

Employees

Add

No employees selected

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. Or Click **checkbox** for the users you wish to register.
 - D. Click **Add**.

Assign Learning

Enter Learning Activity Details

Select Employees

☐

Employees

Enter Employees

Region

Enter Region

Job Code

Enter Job Code

Manager

Enter Manager

Organization

Enter Organization

☒ Indirect Employees

☒ Sub Organization

☐	Wendy Duggan	HS	Nursing Technology Tech	Elizabeth A. Hays	HS-NCCH
☐	Emily M. Thompson	HS	Student Nurse	Elizabeth A. Hays	HS-NCCH
☒	JAIME I WRIGHT	HS	Project Manager	Elizabeth A. Hays	HS-NCCH
☐	Karen M. Cox	HS	Administrative Coordinator	Elizabeth A. Hays	HS-NCCH
☐	James M. Thompson	HS	Student Nurse	Elizabeth A. Hays	HS-NCCH

Employees selected: 1

Add

Cancel

9. To continue:

- A. Click **Add** to add more users (optional).
- B. Click **Continue**.

Register Employees for Class

Enter Registration Details

* Required

Class: CPR/BLS for Nursing - HUP Change Class

Start Date/Time: 11/12/2024 08:30 AM Eastern Time Description: This CPR/BLS class is for HUP - Cedar Ave Dept of Nursing staff, and is "held on-site at HUP - Cedar Ave"

Facility & Location: HUP Cedar - Room 675 - 6th Floor Associated Item: COURSE HS.10001.ITEM.CPR100

Available Seats: 0 of 5 enrolled, 0 waitlisted

Employees A Add

Name	Registration Status	Payment Method	Account	Comments	Remove
JAIME I WRIGHT	Active Enrollment (Enrolled)				

B Continue Cancel

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: CPR/BLS for Nursing - HUP Change Class

Start Date/Time: 11/12/2024 08:30 AM Eastern Time Description: This CPR/BLS class is for HUP - Cedar Ave Dept of Nursing staff, and is "held on-site at HUP - Cedar Ave"

Facility & Location: HUP Cedar - Room 675 - 6th Floor Associated Item: COURSE HS.10001.ITEM.CPR100

Employees

Name	Registration Status	Payment Method	Comments
JAIME I WRIGHT	Active Enrollment(Enrolled)		

Notify:

Users ☒ Instructors ☐ Managers ☐ Others ☐

Register Employees Cancel

11. Click **Close**.

Successfully Registered

All registrations in this class were successful.

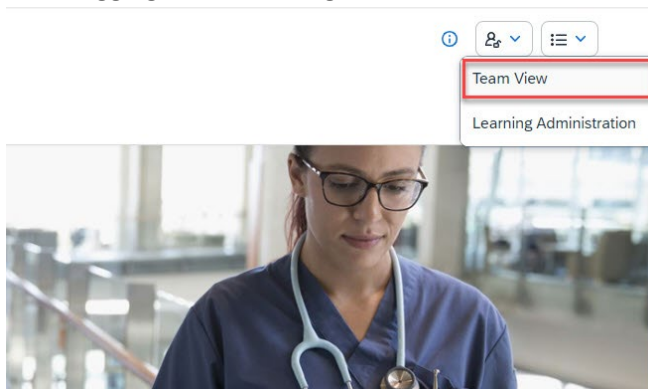
[Register or withdraw more employees](#)

Close

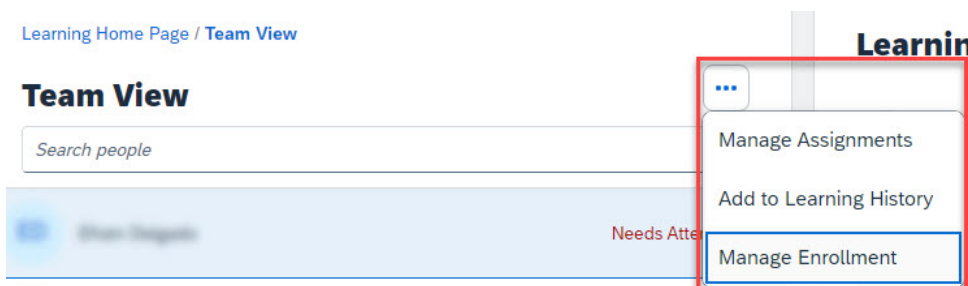
Withdraw Employees from In-person classes

Is the same steps as enrolling employees.

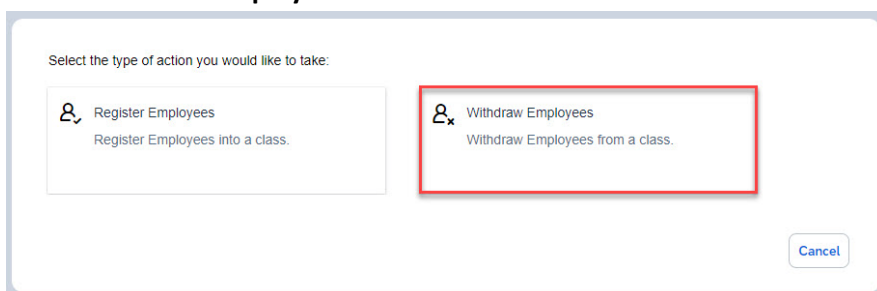
1. After logging into Knowledge Link, click the  icon, then click on your **Team View** tab.



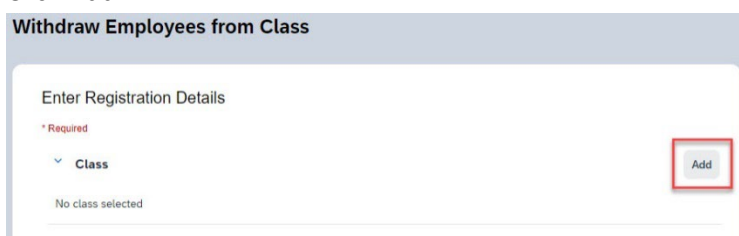
2. Click the  icon, then select **Manage Enrollment** next to your "Team View" title.



3. Select **Withdraw Employees**.



4. Click **Add**.



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

- A list of available classes will be presented.

- Use the calendar to select an exact date. (Optional)
- Select the class from the list and then click **Select**.
- Click **X** to close this screen.

- Check off box next to currently enrolled employee(s) to withdraw, then select **Continue**.

Name	Registration Status	Select All	Withdraw
JAIME I WRIGHT	Active Enrollment(Enrolled)	☒	

8. Click **Withdraw Employees**.

NOTE: To remove item from Learning Plan, check off box next to Remove associated item from Learning Plan.

Confirm Withdrawal Details

Class: CPR/BLS for Nursing - HUP

Start Date/Time: 11/12/2024 08:30 AM Eastern Time Description: This CPR/BLS class is for HUP - Cedar Ave Dept of Nursing staff, and is **held on-site at HUP - Cedar Ave**

Primary Location: HUP Cedar - Room 675 - 6th Floor Associated Item: COURSE HS.10001.ITEM.CPR100

Employees to be Withdrawn

User	Organization	Item	Title	Class ID	User can Self-Register
JAIME I WRIGHT		COURSE HS.10001.ITEM.CPR100	CPR/BLS for Nursing - HUP	3816162	No

Notify:

Users Instructors Managers Others

☐ Remove associated item from the Learning Plan

Withdraw Employees

Cancel

9. Click **Close**.

Successfully Withdrawn

All withdrawals in this class were successful. Where applicable a refund has been issued to the withdrawn users.

[Register or withdraw more employees](#)

Close