



Follow the steps below to turn on Supervisor notifications when employees enroll in scheduled offerings.

NOTE: The notification will go to the manager listed in Knowledge Link. This may not always be accurate, especially if the employee is University staff or faculty.

1. In Learning Administration, open the class.
2. Click **Details**.
3. Scroll to the bottom and change both Email Confirmation Actions to **Yes**, then click **Save**.

This step ensures that the manager notification will be sent when the employee self-enrolls or when the manager enrolls their employee.

This step ensures that the manager notification will be sent when the employee is enrolled by an administrator.

4. NOTE: Once the changes are made, go to the **Agenda** section and click **Resend Registration Email Notifications** if desired.

Title	Primary Location	Primary Instructor	Time Slots
Mon 9/7/2020			
08:00 AM - 04:30 PM No Description	1500 Market West Tower - 9th Floor	JENNIFER MILLMAN	
Tue 9/8/2020			
08:00 AM - 04:30 PM No Description	1500 Market West Tower - 9th Floor	JENNIFER MILLMAN	