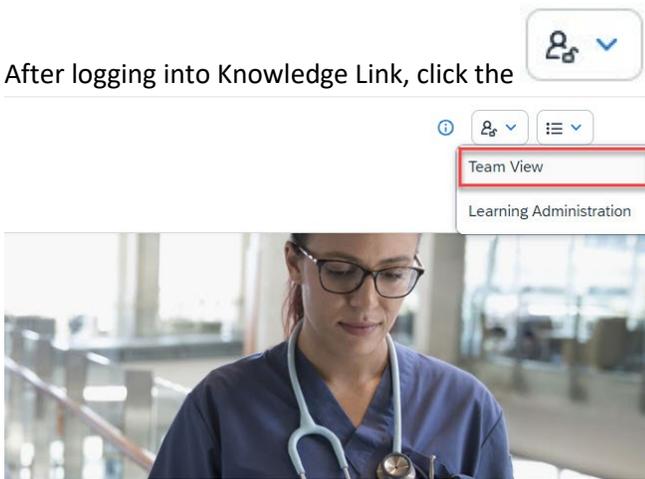




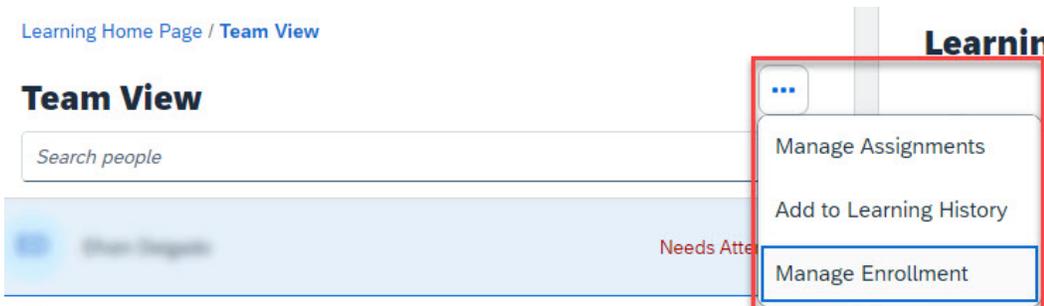
The steps below outline how to register or withdraw your employees via the Team View tab.

## Register Employees

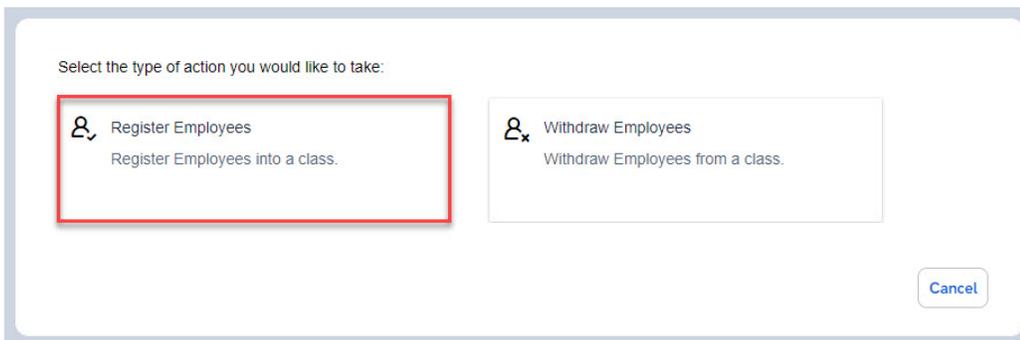
1. After logging into Knowledge Link, click the  icon, then click on your **Team View** tab.



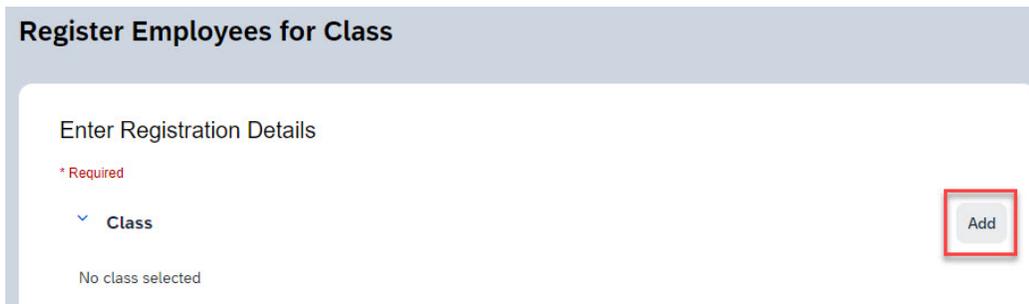
2. Click the  icon, then select **Manage Enrollment** next to your “Team View” title.



3. Select **Register Employees**.

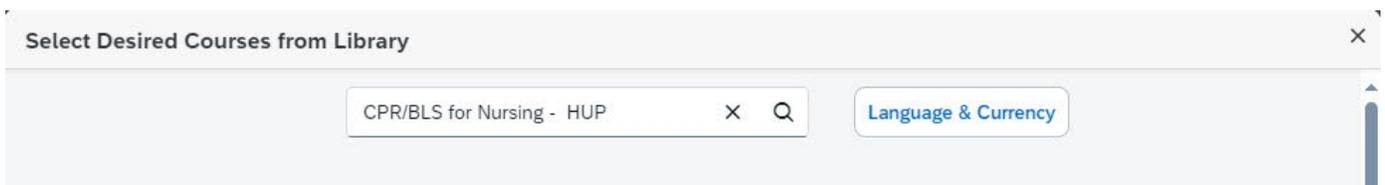


4. Click **Add**, next to Class.



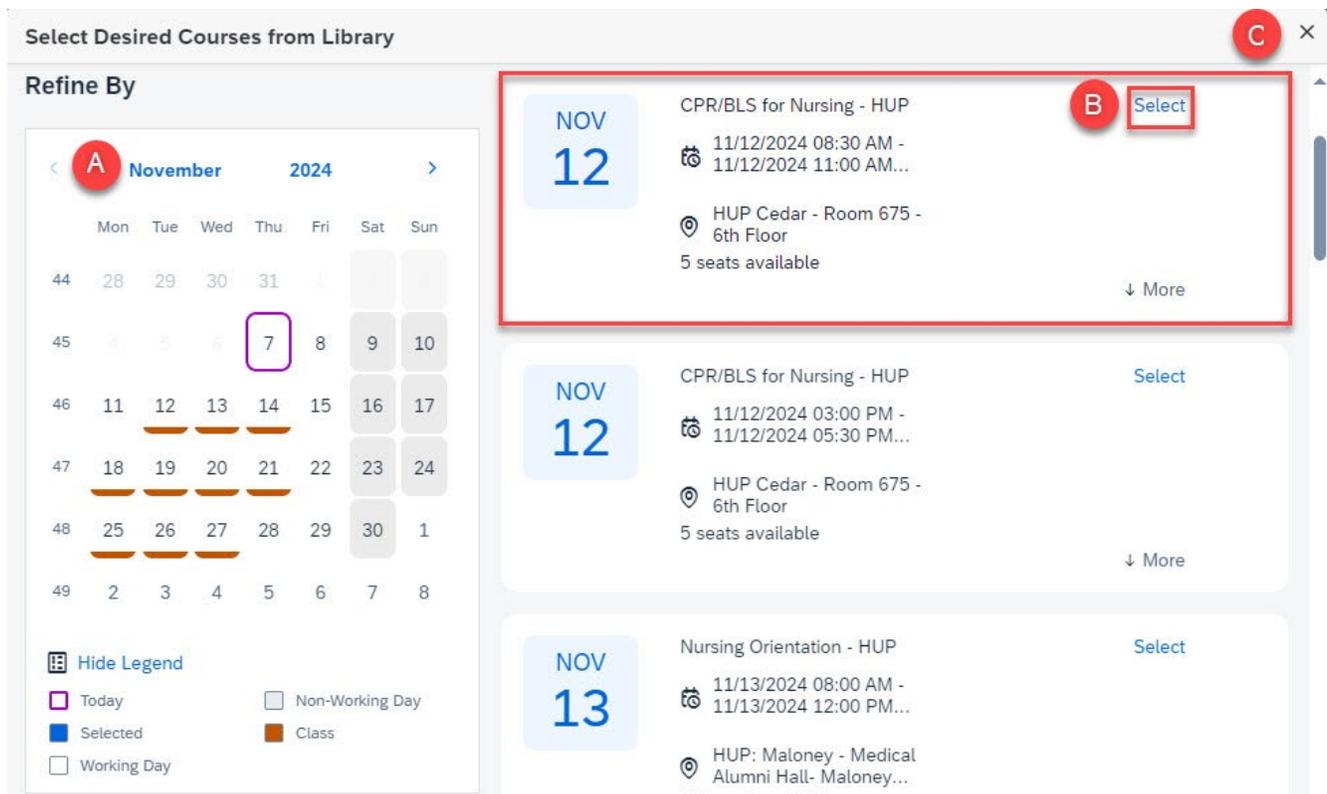
The screenshot shows a form titled "Register Employees for Class". Under the heading "Enter Registration Details", there is a red asterisk and the word "Required". Below this is a dropdown menu labeled "Class" with a downward arrow. To the right of the dropdown is a button labeled "Add", which is highlighted with a red box. Below the dropdown, it says "No class selected".

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



The screenshot shows a search interface titled "Select Desired Courses from Library". There is a search bar containing the text "CPR/BLS for Nursing - HUP". To the right of the search bar is a magnifying glass icon and a close button (X). Further right is a button labeled "Language & Currency".

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.



The screenshot shows the "Select Desired Courses from Library" interface with a calendar and a list of classes. The calendar on the left is for November 2024, with the date "7" highlighted in a purple box and labeled with a red "A". The list of classes on the right includes:

- Class 1: CPR/BLS for Nursing - HUP, scheduled for 11/12/2024 08:30 AM - 11/12/2024 11:00 AM. Location: HUP Cedar - Room 675 - 6th Floor. 5 seats available. A red box highlights this class, and a red "B" is next to the "Select" button.
- Class 2: CPR/BLS for Nursing - HUP, scheduled for 11/12/2024 03:00 PM - 11/12/2024 05:30 PM. Location: HUP Cedar - Room 675 - 6th Floor. 5 seats available.
- Class 3: Nursing Orientation - HUP, scheduled for 11/13/2024 08:00 AM - 11/13/2024 12:00 PM. Location: HUP: Maloney - Medical Alumni Hall- Maloney...

A red "C" is next to the close button (X) in the top right corner of the window.

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

### Assign Learning

Enter Learning Activity Details

#### Select Employees

Employees	Region	Job Code	Manager	Organization
<input type="checkbox"/> Enter Employees	<input type="text" value="Enter Region"/>	<input type="text" value="Enter Job Code"/>	<input type="text" value="Enter Manager"/>	<input type="text" value="Enter Organization"/>
<input type="checkbox"/>			<input checked="" type="checkbox"/> Indirect Employees	<input checked="" type="checkbox"/> Sub Organization
<input type="checkbox"/> Brian Douglas	HS	Nursing Technology Inst.	Elizabeth A. Moore	HS-10000
<input type="checkbox"/> Emily M. Thompson	HS	Student Nurse	Elizabeth A. Moore	HS-10000
<input checked="" type="checkbox"/> JAIME I WRIGHT	HS	Project Manager	Elizabeth A. Moore	HS-10000
<input type="checkbox"/> Kelly M. Cox	HS	Administrative Coordinator	Elizabeth A. Moore	HS-10000
<input type="checkbox"/> Laura M. Morrison	HS	Student Nurse	Elizabeth A. Moore	HS-10000

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 Add

Name	* Registration Status	Payment Method	Account	Comments	Remove
JAIME I WRIGHT	Active Enrollment (Enrolled) <input type="text"/>			<input type="text"/>	<input type="text"/>

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

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

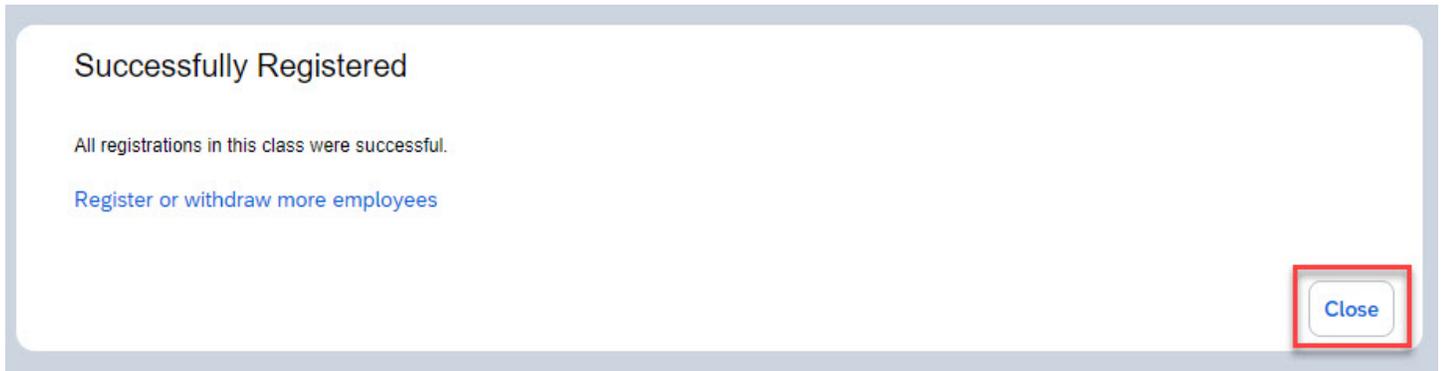
Name	Registration Status	Payment Method	Comments
JAIME I WRIGHT	Active Enrollment(Enrolled)		

Notify:

Users  Instructors  Managers  Others

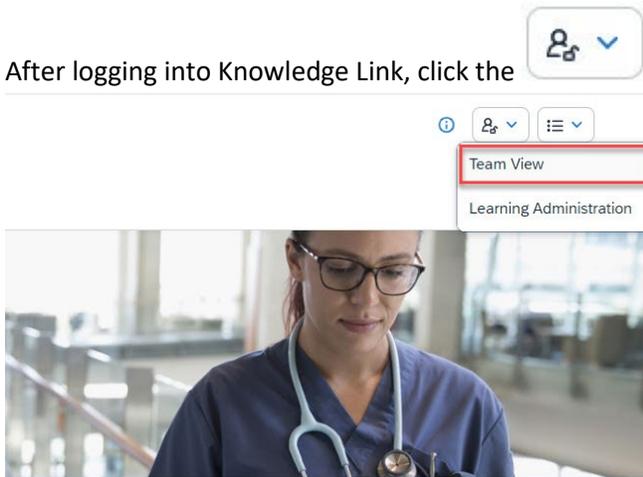
Register Employees Cancel

11. Click **Close**.

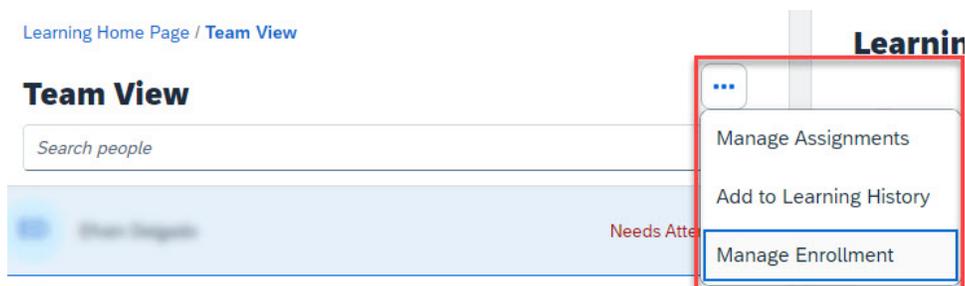


## Withdraw Employees

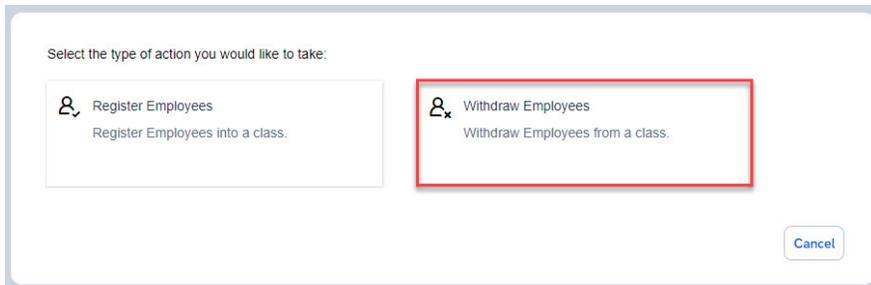
1. After logging into Knowledge Link, click the  icon, then click on your **Team View** tab.



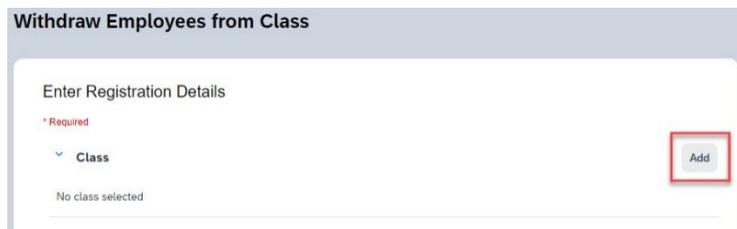
2. Click the  icon, then select **Manage Enrollment** next to your “Team View” title.



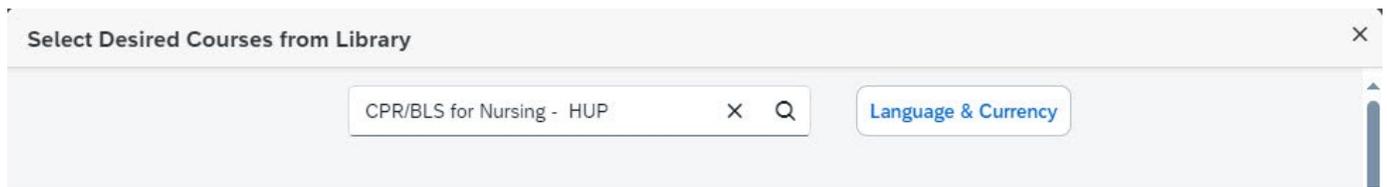
3. Select **Withdraw Employees**.



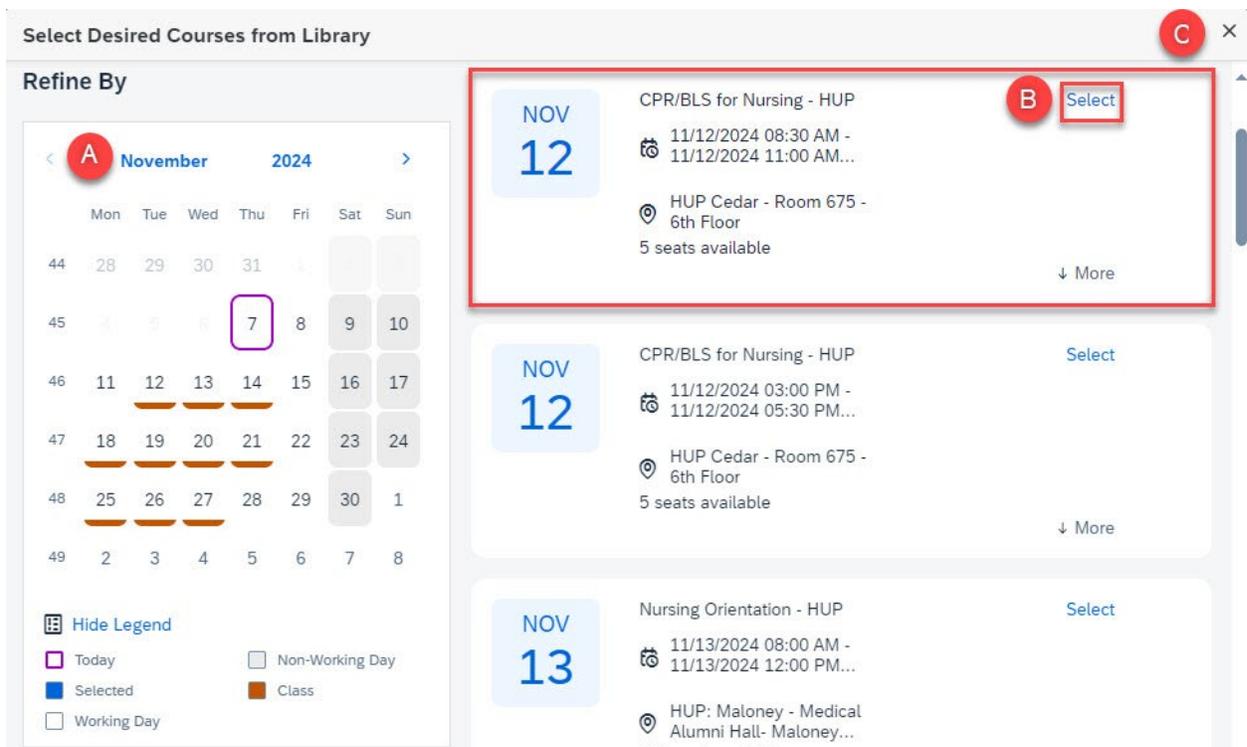
4. Click **Add**.



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

### Withdraw Employees from 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

Enrolled Employees

Name	Registration Status	Select All	Withdraw
JAIME I WRIGHT	Active Enrollment(Enrolled)	<input checked="" type="checkbox"/>	

Continue Cancel

- 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	HUP CEDAR	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**.

