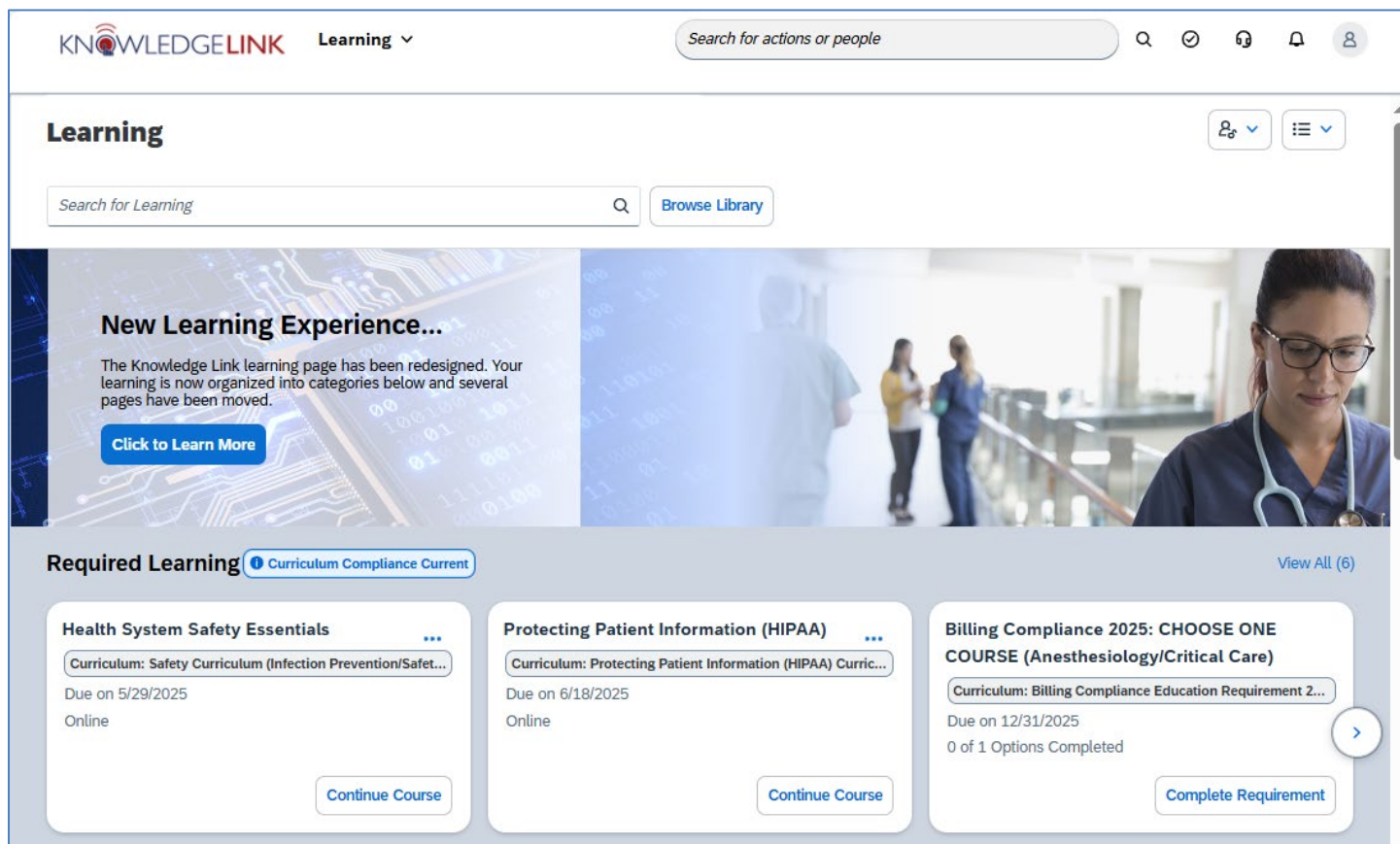




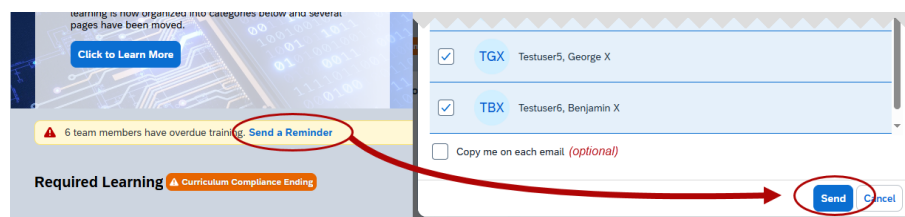
Your Knowledge Link learning plan has been redesigned!



Why is this Important?

You may have trouble finding courses and pages until you get used to the new design. Your courses have been rearranged into categories on your learning plan. In addition, My Team and other pages have been moved to new locations and have a redesigned user interface.

New Feature: Managers can now send reminders to overdue employees in two clicks!
A "Send a Reminder" notification will appear at the top of the manager's learning plan.



Where are my courses?

Your courses have been separated into sections. Some sections may be hidden until there is relevant content.

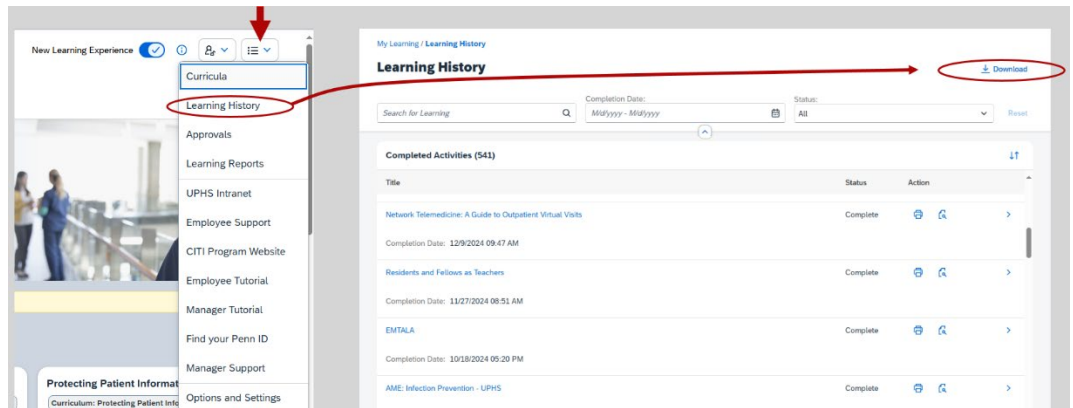
Required Learning contains all learning assigned as required. Warnings will appear if courses are due soon or overdue. **Please note:** *Be sure to click “View All” to see all your required learning.*

Important Learning contains learning assigned to you as optional either with or without a due date. *Again, be sure to click “View All” to see all your assigned learning.*

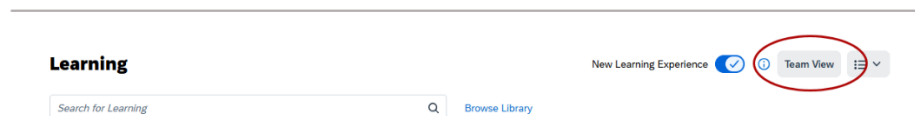
Invest in Myself, Latest Bookmarks, Suggested for Me: These sections contain self-assigned learning, learning that you bookmark, or learning that has been recommended to you by your manager, your peers, or administrators.

Where are other pages? Your learning history, curricula, learning reports, etc. are now available in a drop-down menu in the upper-right, as shown below.

New feature: You can now download your own learning history to a PDF directly from the learning history page!

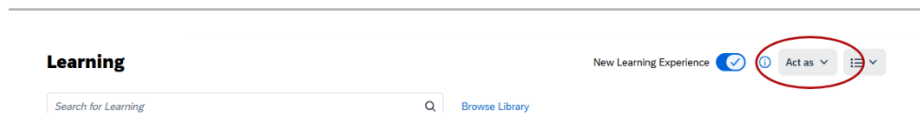


How do I view My Team? For Managers and Delegates, the My Team page has been renamed to “Team View” and is located as a button or drop-down menu in the upper-right:



Please note:

- If you are a Delegate, the button will appear as a drop down:



- If you are a Learning Administrator, the button will appear as a drop down:

