## Clinic Staff Training Registration in the Learning Center

This tool outlines the process to register staff for trainings in the Learning Center. Only supervisors with manager permissions can register staff. Please reach out <u>WAWICTraining@doh.wa.gov</u> to update Learning Center permissions.

Description	Visual Aid			
Register Staff for Training- Managers Only				
To register staff for trainings, search trainings and courses from your Learning Center home screen. Use <b>Learning Search</b> in the top right corner to find a specific course. Tip: All WIC trainings begin with <b>DOH STATE WIC</b> .	MTEM & ADMINISTRATION & Lever & DESCRIPTION (* ) AND ADMINISTRATION (* ) ADMINISTRATION (* ) ADM			
Once course is found, click the ellipsis in the top right corner, choose <b>Register Others</b> in the drop down a menu. This will open the batch registration screen.	ONLINE COURSE       Image: Constraint of the course of the problem of the course of the problem of the course of the			
Review the course title and select <b>CONTINUE</b> .	DICTURE LIGUENTIAL   Contrast and register stores and			

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Register Staff for Training- Managers Only				
Select <b>Add</b> on the left under <b>AVAILABLE USERS.</b> A new window will open with <b>SELECT USERS.</b>	AVAILABLE USERS Available seats Selected users: 0 Available users: 0 Users not in allocation: 0  Add Select All Clear All Name  Status			
<ul> <li>Use the last radio Select USERS by e-mail.</li> <li>Enter email addresses separated by commas or semi-colons for all users you would like to register.</li> <li>Select NEXT.</li> </ul> Note: Enter staff email used for the Learning Center. This is also referred to as the Emp_ID. Select user(s) by: <ul> <li>Checking the box next to staff name, or</li> <li>Pressing SELECT ALL in the bottom right.</li> <li>If your staff person is missing from this list, they're already registered or in progress for of taking the course.</li> </ul>				
If the staff person has a Warning Issue under status, they have already completed that training. Marning issues	AVAILABLE USERS Available seats Selected users: 2 Available users: 2 Users not in allocation: 0  Add Select All Clear All			

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Description	Visual Aid				
Register Staff for Training- Managers Only					
Select the <b>blue arrow</b> to move selected staff to <b>REGISTRATION.</b>	Name A JACQUELINE K BEARD				
Select SUBMIT.	MARGARET S DOSLAND	CANCEL	X RESET		
Newly registered staff will receive an email from <u>NoReply@sumtotalsystems.com</u> with additional details. The training course will now be listed on your staff's Training Schedule.	<pre>From:noreply@sumtotalsystems.com <noreply@sumtotalsystems.com> Sent: Thursday, January 18, 2024 11:03 AM Together and the sentence of the global and the sentence of the</noreply@sumtotalsystems.com></pre>				
You will be returned to your <b>Dashboard / My</b> <b>Experience Hub</b> in your Learning Center.	Student notes:     Student notes:     Student notes:     My Experience Hub     O Devolve Activity     Critical Activities	Solution         January         Methy           Solution         January         Methy         Methy           Solution         Mon         Use         Weith         Perhy         Methy           31         1         2         3         4         5         6 <td>NU QUICK LINKS  Training Traiscript Training Schedule Training Requests Gamer Approvals Messages Advanced Reporting Proxy Relationships</td>	NU QUICK LINKS  Training Traiscript Training Schedule Training Requests Gamer Approvals Messages Advanced Reporting Proxy Relationships		

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