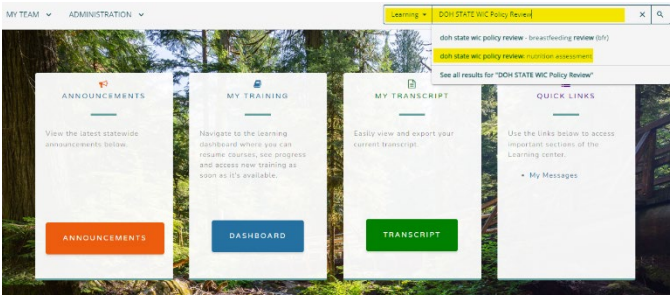
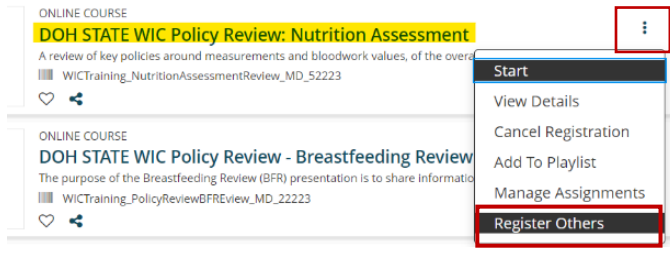
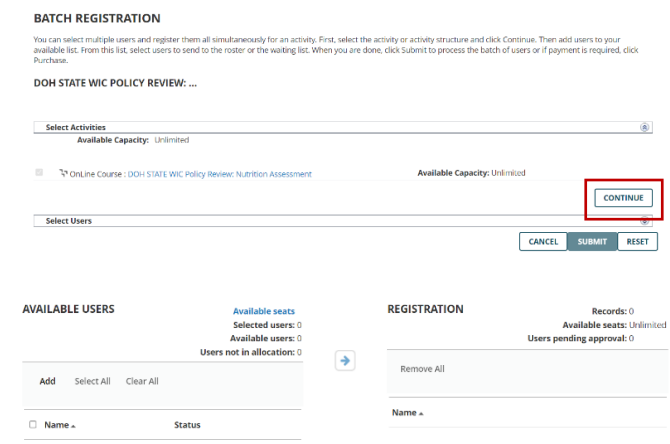
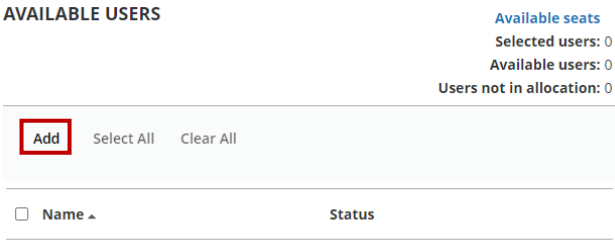
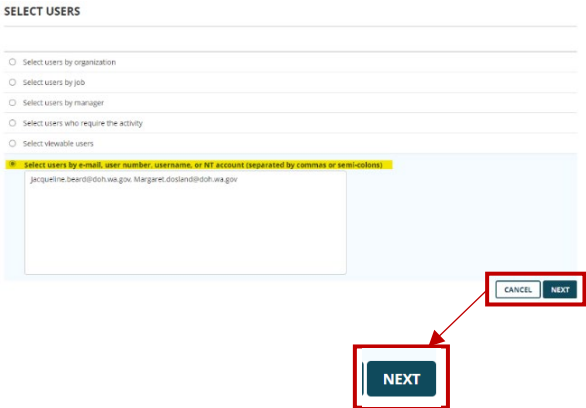
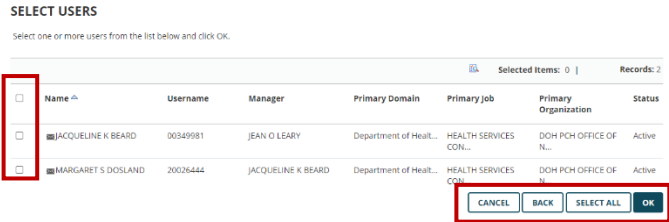

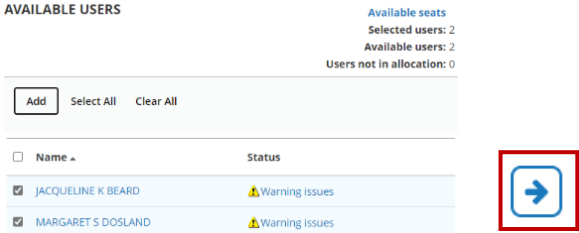


Clinic Staff Training Registration in the Learning Center

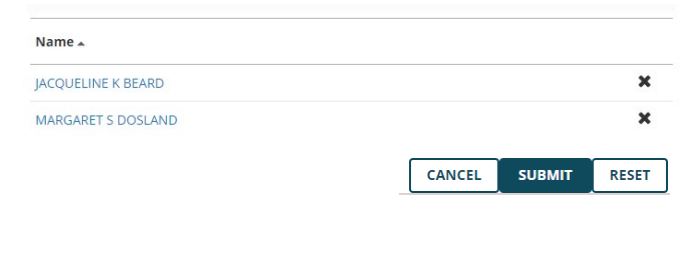
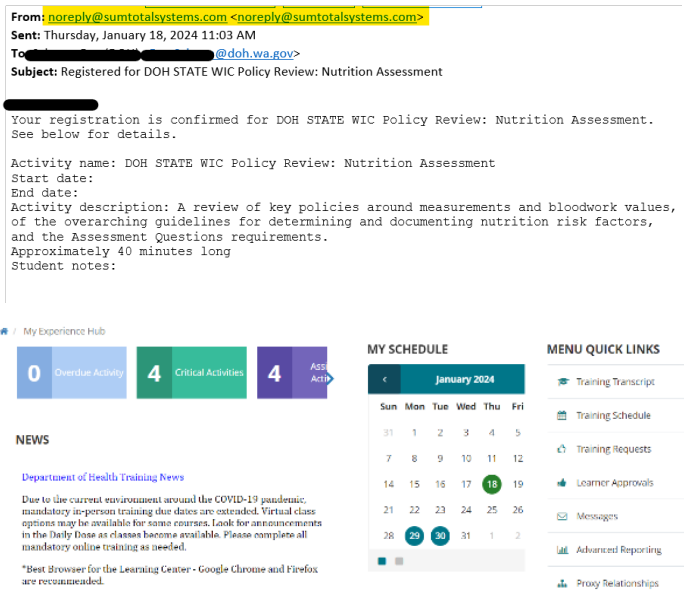
This tool outlines the process to register staff for trainings in the Learning Center. Only supervisors with manager permissions can register staff. Please reach out WAWICTraining@doh.wa.gov to update Learning Center permissions.

Description	Visual Aid
Register Staff for Training- Managers Only	
<p>To register staff for trainings, search trainings and courses from your Learning Center home screen.</p> <p>Use Learning Search in the top right corner to find a specific course.</p> <p>Tip: All WIC trainings begin with DOH STATE WIC.</p>	
<p>Once course is found, click the ellipsis in the top right corner, choose Register Others in the drop down a menu.</p> <p>This will open the batch registration screen.</p>	
<p>Review the course title and select CONTINUE.</p> <div data-bbox="344 1423 560 1507" style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> CONTINUE </div> <p>This will extend the view to add staff to the curriculum/course.</p>	

Clinic Staff Training Registration in the Learning Center

Description	Visual Aid
Register Staff for Training- Managers Only	
<p>Select Add on the left under AVAILABLE USERS. A new window will open with SELECT USERS.</p>	
<p>Use the last radio Select USERS by e-mail.</p> <ul style="list-style-type: none"> Enter email addresses separated by commas or semi-colons for all users you would like to register. Select NEXT. <p>Note: Enter staff email used for the Learning Center. This is also referred to as the Emp_ID.</p>	
<p>Select user(s) by:</p> <ul style="list-style-type: none"> Checking the box next to staff name, <u>or</u> Pressing SELECT ALL in the bottom right. <p>If your staff person is missing from this list, they're already registered or in progress for of taking the course.</p> <p>Select OK.</p>	
<p>If the staff person has a Warning Issue under status, they have already completed that training.</p> <p style="text-align: center;"> Warning issues</p>	

Clinic Staff Training Registration in the Learning Center

Description	Visual Aid
Register Staff for Training- Managers Only	
<p>Select the blue arrow to move selected staff to REGISTRATION.</p> <p>Select SUBMIT.</p>	
<p>Newly registered staff will receive an email from NoReply@sumtotalsystems.com with additional details.</p> <p>The training course will now be listed on your staff's Training Schedule.</p> <p>You will be returned to your Dashboard / My Experience Hub in your Learning Center.</p>	

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