

A **Mandatory Assignment** does not book your employees into a course; it merely places the course in their Messages and Notes section telling them to book the first available session of the training.

**Mandatory assignments** are a way for you to tell your employees you need them to book a specific class or there is some training you are strongly encouraging them to attend.

From your **"Employee Training"** section:

1. Click the **"Manage Mandatory Assignment"** link.  
The "Manage Required Courses" window appears.
2. Search for and find your employees.
3. Place employees into the **"Selected"** box.
4. Click the **"Next"** button at the top of the screen.
5. Click the box next to the employee's name.  
The name and information are highlighted in yellow.
6. Click the **"Select New Required Course"** button.
7. Browse the course catalog for the course you are looking for, or select the radio button for **"Keyword Search"**  
The results of your search will be displayed in a window on the same screen.
8. Click the box next to the name of the training you would like to assign to your employee.  
The course is highlighted in yellow.
9. Click the **"Next"** button.  
A screen allowing you to set the validity period for this assignment appears.
10. Click the **"Change Validity Period"** button to set a timeframe for your employee to complete this assignment.  
Helpful hint: You must set a validity period to continue the assignment.
11. Click the **"Assign"** button.  
A summary screen appears.  
Helpful hint: Click the **"Select New Required Courses"** button to assign additional courses to the employee.
12. Click the **"Next"** button.
13. Click **"Next"** button again to save the assignment.  
The final confirmation screen appears.

Please contact your agency training officer for assistance.