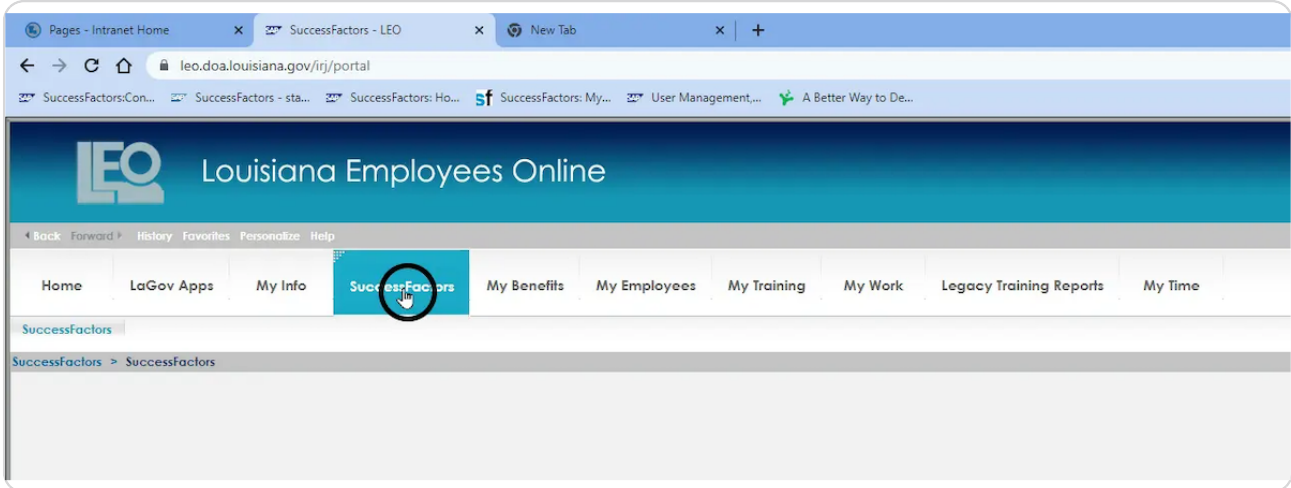


How to Assign SCS CPTP 2024 Continuing Education Item

First, identify the supervisors who are required to complete the SCS CPTP Continuing Education Requirement. You will need their P#s to assign the item.

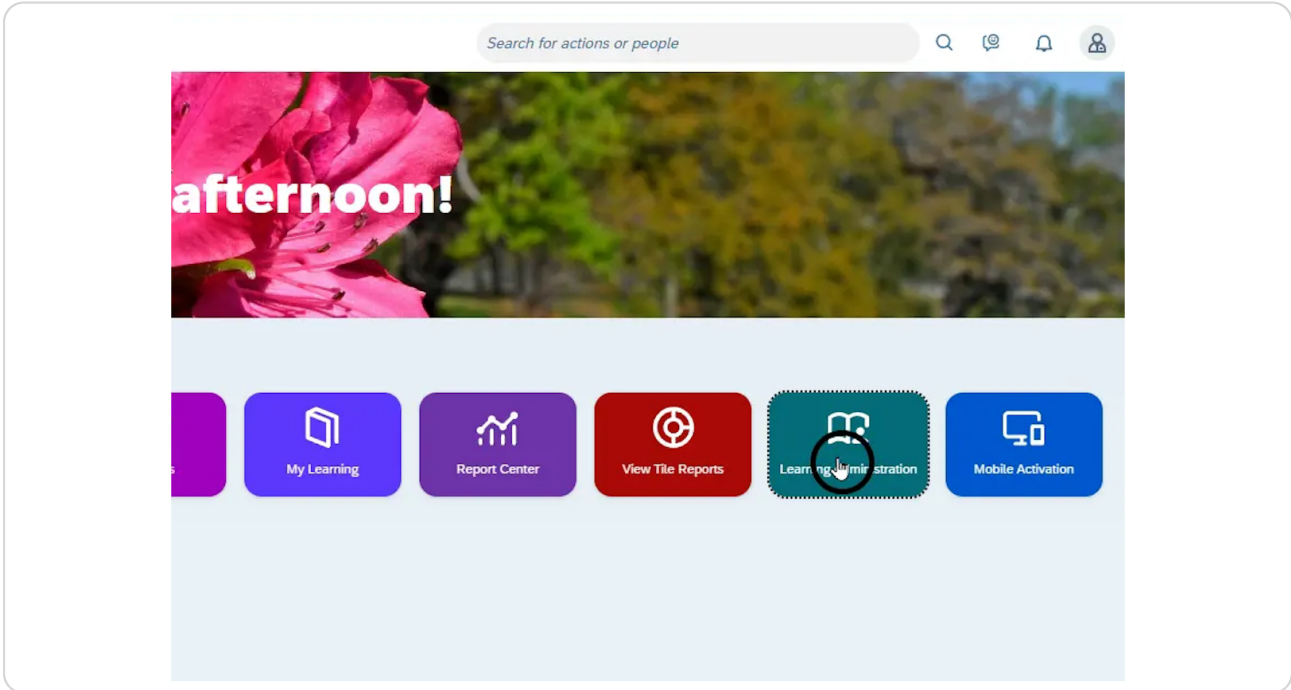
STEP 1

Log into SuccessFactors.



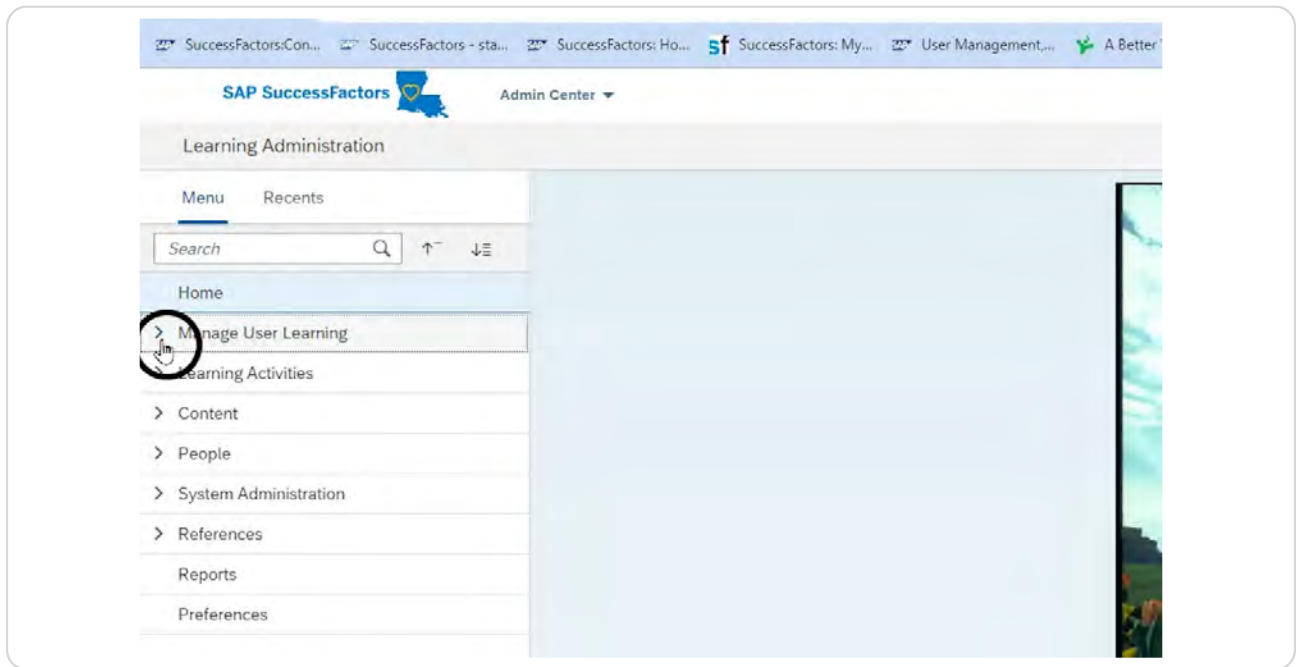
STEP 2

Click on "Learning Administration."



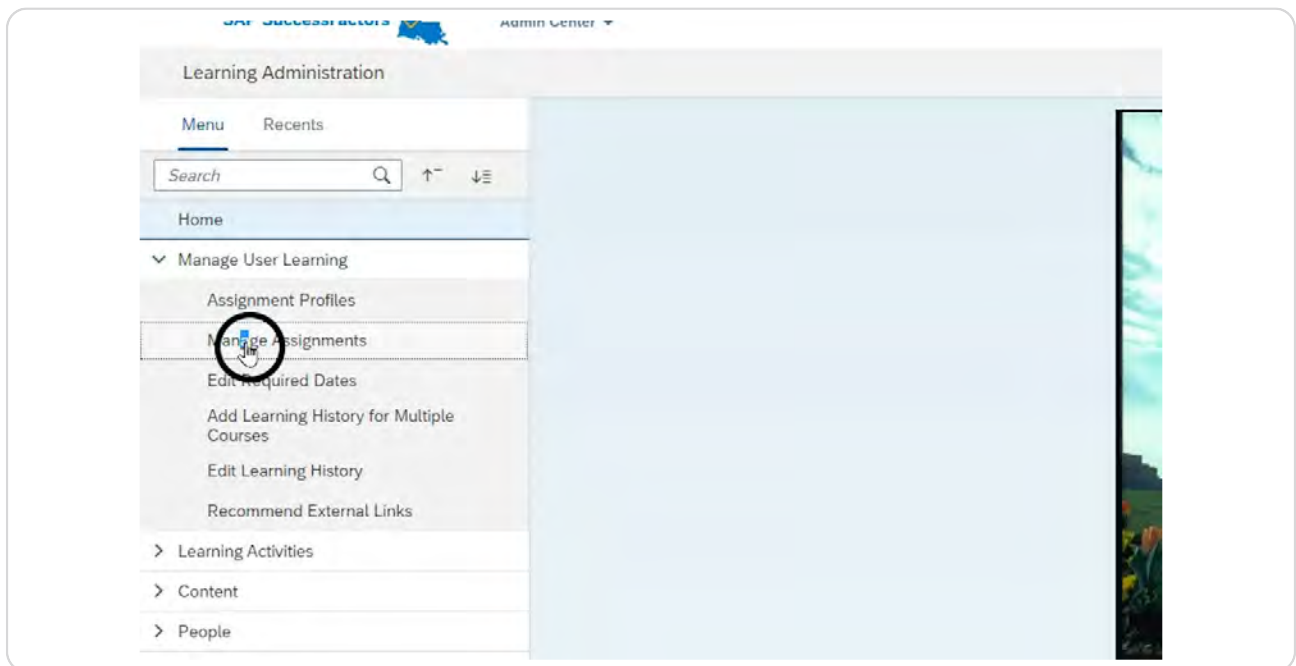
STEP 3

Click open the "Manage User Learning" menu.



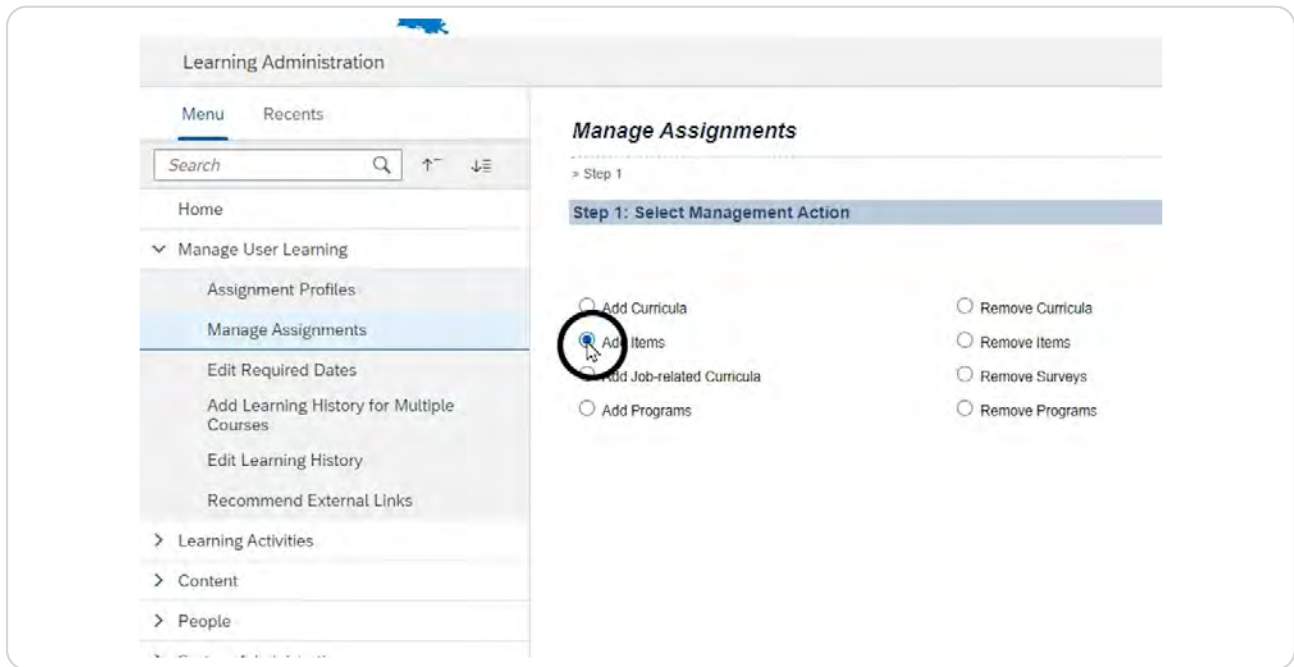
STEP 4

Click on "Manage Assignments."



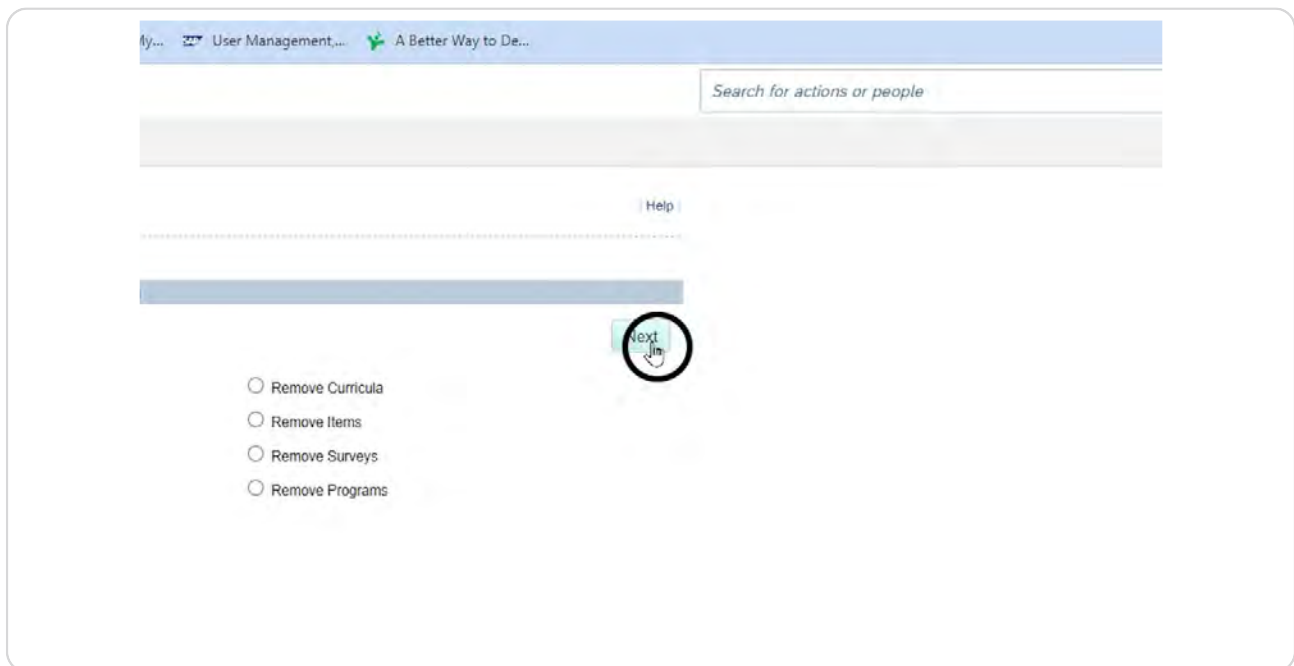
STEP 5

Select "Add Items."



STEP 6

Click "Next."



STEP 7

Type in supervisor's P#.

Manage Assignments | Help |

> Step 1 > Step 2

Step 2: Select Users

Previous Next

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID: Add

Edit Users

There are no Users in the list. Please add Use

P00
P00
P00
P00
P00
P00

STEP 8

Click "Add."

Manage Assignments | Help |

> Step 1 > Step 2

Step 2: Select Users

Previous Next

* = Required Fields

Add Users

Enter User ID or add one or more from list.

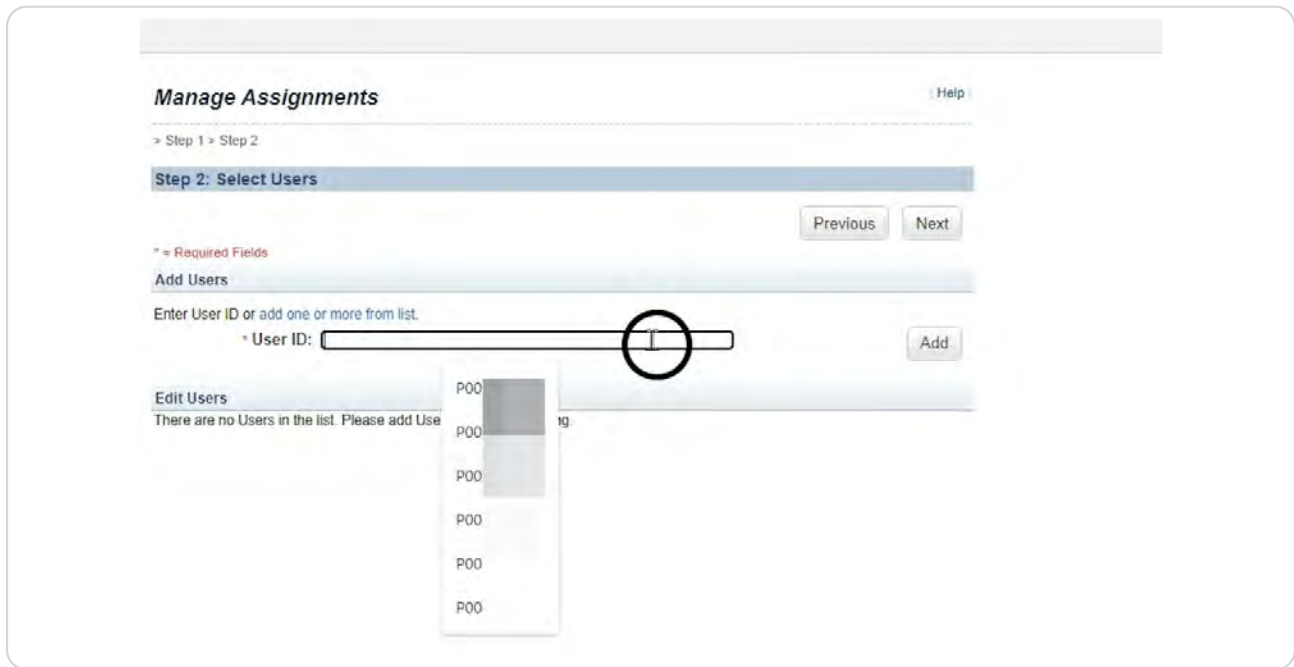
* User ID: Add

Edit Users

There are no Users in the list. Please add Users before proceeding.

STEP 9

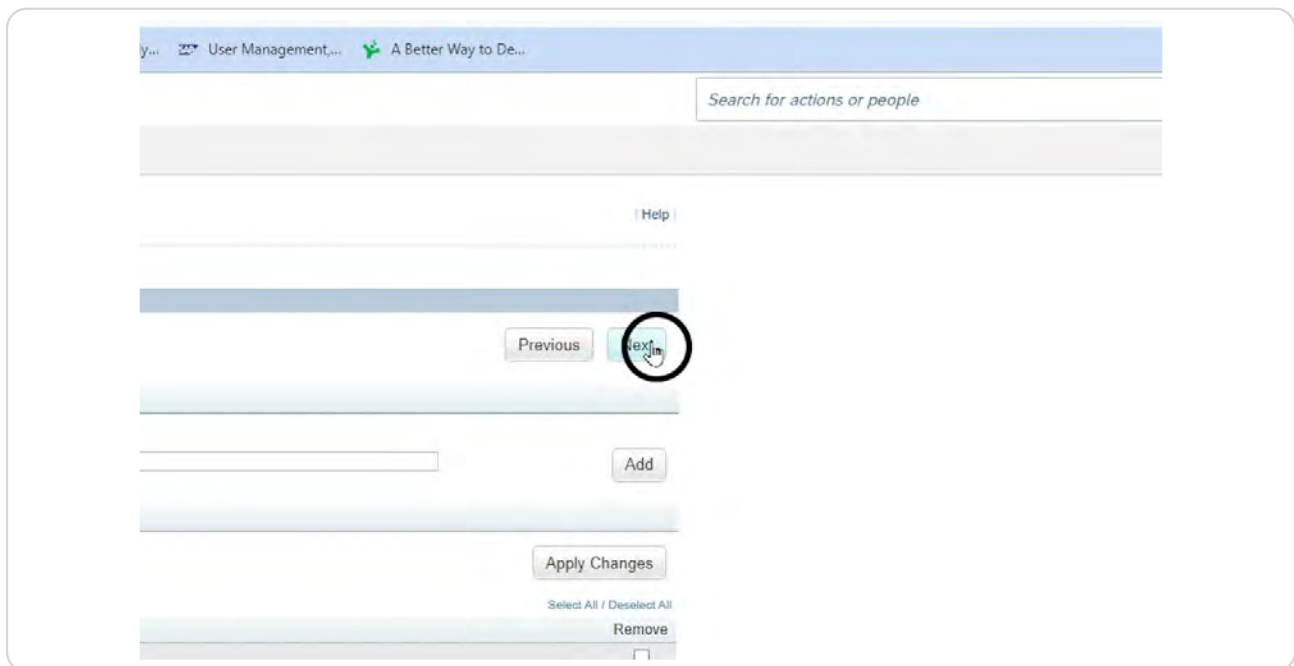
Repeat steps 7 & 8 until all supervisor P#s have been added.



The screenshot shows the 'Manage Assignments' interface. At the top, there is a 'Help' link and a breadcrumb trail '> Step 1 > Step 2'. Below this is a blue header for 'Step 2: Select Users' with 'Previous' and 'Next' buttons. A red asterisk indicates required fields. The 'Add Users' section contains the instruction 'Enter User ID or add one or more from list.' and a text input field labeled 'User ID:' which is circled in black. To the right of the input field is an 'Add' button. Below the input field is an 'Edit Users' section with the message 'There are no Users in the list. Please add Use'. A dropdown menu is open, showing a list of 'P00' entries.

STEP 10

Click "Next."



The screenshot shows the 'Manage Assignments' interface. At the top, there is a search bar with the placeholder text 'Search for actions or people'. Below this is a 'Help' link. The 'Step 2: Select Users' header is visible, along with 'Previous' and 'Next' buttons. The 'Next' button is circled in black. Below the buttons is an 'Add' button. At the bottom, there is an 'Apply Changes' button and a 'Remove' button with a checkbox.

STEP 11

Click "Add one or more from list."

The screenshot shows the 'Manage Assignments' interface. The title 'Manage Assignments' is at the top right, with a 'Help' link. Below it is a breadcrumb trail: '> Step 1 > Step 2 > Step 3'. The main heading is 'Step 3: Adding Items'. There are 'Previous' and 'Next' buttons. A red asterisk indicates required fields. The section is titled 'Select Items for Adding'. The instruction reads: 'Enter 'Item ID' and 'Item Type' or **add one or more from list**'. Below this is a 'Type:' dropdown menu and an 'ID:' input field. An 'Add' button is at the bottom right. A callout circle highlights the text 'add one or more from list'. Below the main heading is another section titled 'Edit the List of Items for Adding' with the message: 'There are no items in the list. Please add items before proceeding.'

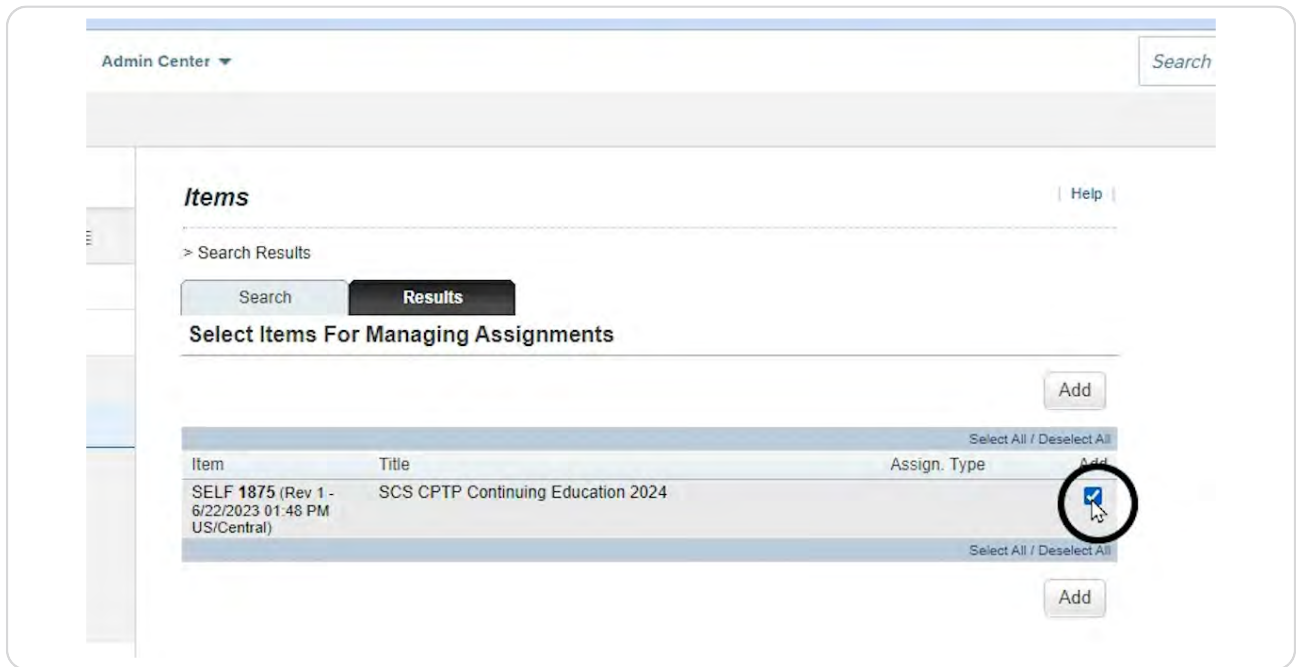
STEP 12

Search "2024" or "continuing."

The screenshot shows the 'Items' search interface. The title 'Items' is at the top right, with a 'Help' link. Below it is a search bar with a 'Search' button and a 'Results' button. The section is titled 'Search Items'. The instruction reads: 'Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.' Below this is a 'Keyword:' field with the value '2024'. There is an 'Add/Remove Criteria' link and a 'Reset' button. A callout circle highlights the 'Search' button.

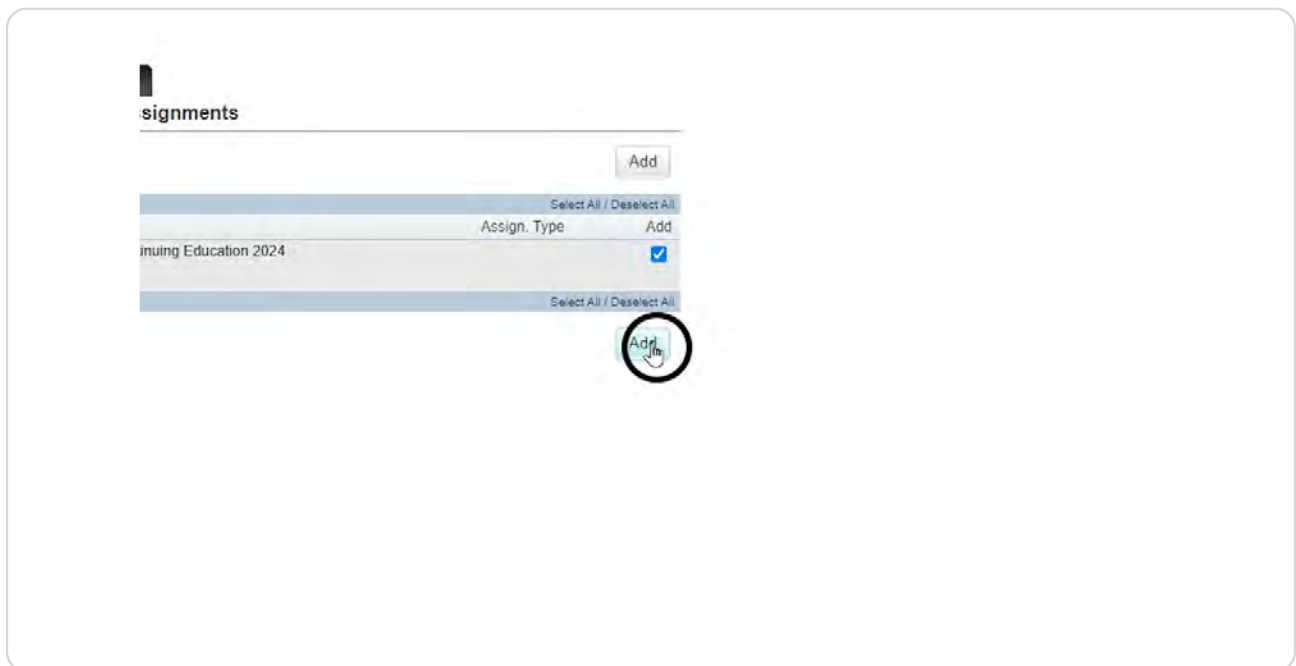
STEP 13

Select "SCS CPTP Continuing Education 2024" and click the "Add" box.



STEP 14

Click "Add."



STEP 15

Click "Next."

Manage Assignments Help

> Step 1 > Step 2 > Step 3

Step 3: Adding Items

* = Required Fields

Select Items for Adding

Enter 'Item ID' and 'Item Type' or add one or more from list.

* Type: * ID:

Edit the List of Items for Adding

Item	Title	Assign. Type	Assign Date	Remove
SELF 1875 (Rev 1 - 6/22/2023 01:46 PM US/Central)	SCS CPTP Continuing Education 2024		6/22/2023	<input type="checkbox"/>

STEP 16

Click here

Assignments Help

Step 3 > Step 4

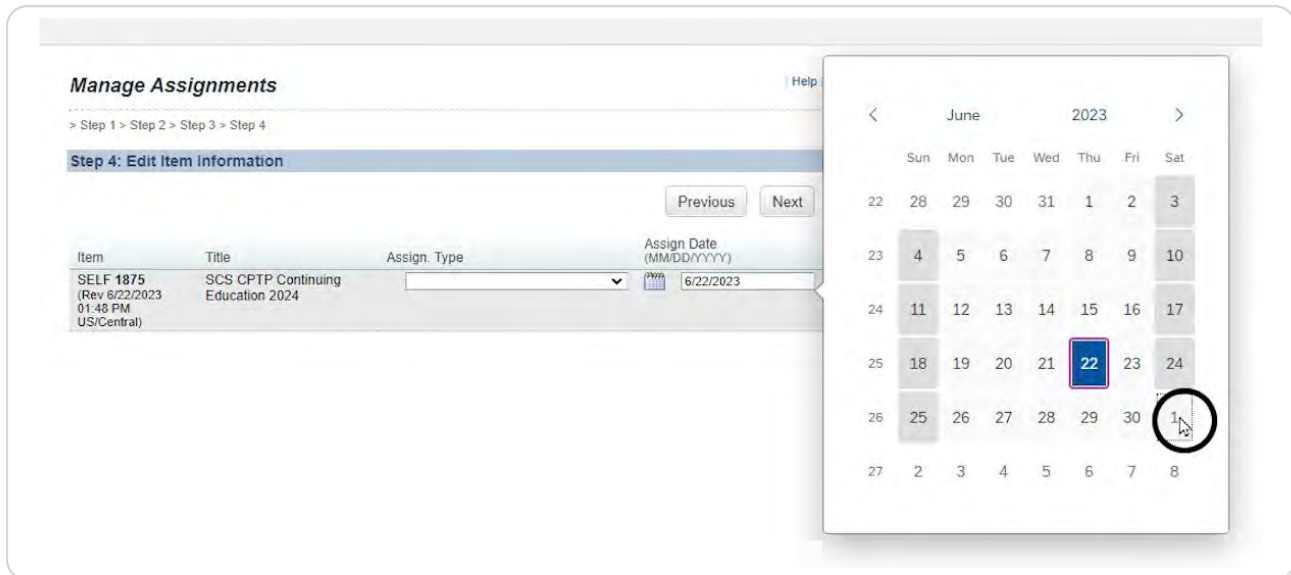
Item Information

Title	Assign. Type	Assign Date (MM/DD/YYYY)
SCS CPTP Continuing Education 2024	<input type="text"/>	6/22/2023

STEP 17

Change "Assign Date" to 07/01/2023.

NOTE: Changing the Assign Date ensures the system only gives credit for the courses taken during this performance year.

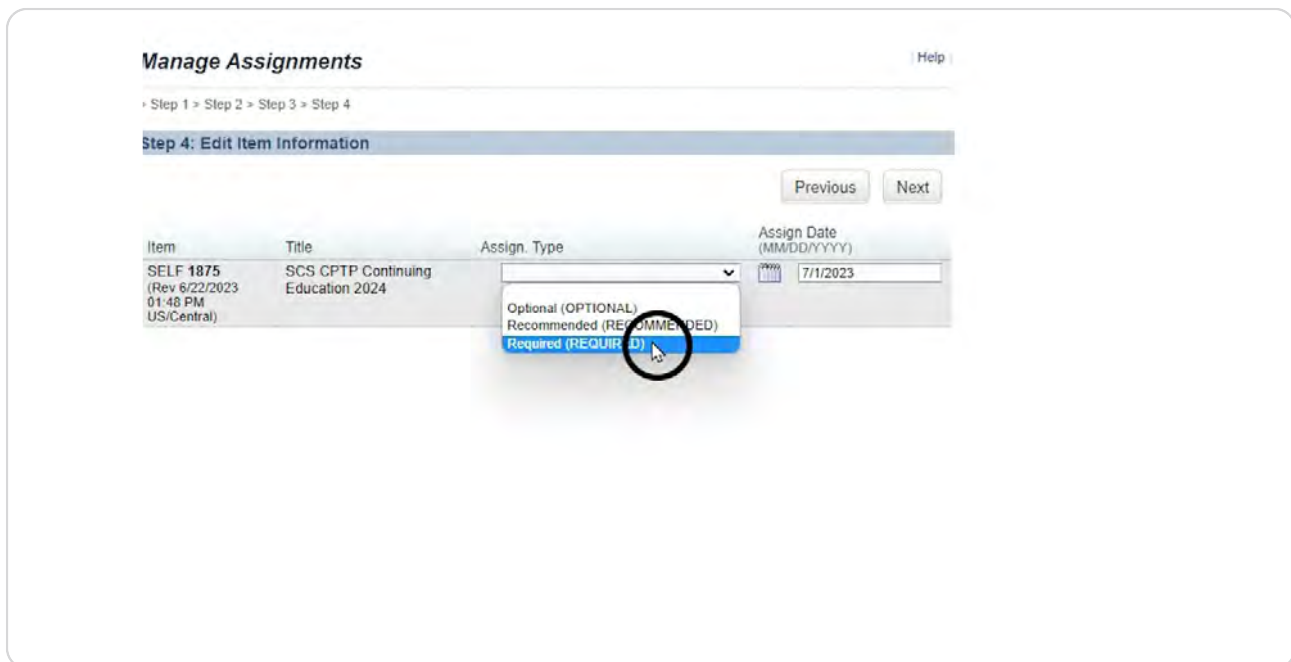


The screenshot shows the 'Manage Assignments' interface. The 'Assign Date' field is set to 6/22/2023. A calendar pop-up is displayed for June 2023, with the 1st of July circled. The 'Assign Date' field is highlighted with a blue box, and the calendar shows the 1st of July circled.

Item	Title	Assign. Type	Assign Date (MM/DD/YYYY)
SELF 1875 (Rev 6/22/2023 01:48 PM US/Central)	SCS CPTP Continuing Education 2024		6/22/2023

STEP 18

Change the "Assign. Type" to "Required."



The screenshot shows the 'Manage Assignments' interface. The 'Assign. Type' dropdown menu is open, and the 'Required (REQUIRED)' option is selected. The 'Assign Date' field is set to 7/1/2023.

Item	Title	Assign. Type	Assign Date (MM/DD/YYYY)
SELF 1875 (Rev 6/22/2023 01:48 PM US/Central)	SCS CPTP Continuing Education 2024	Required (REQUIRED)	7/1/2023

STEP 19

Click "Next."

Manage Assignments | Help |

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Edit Item Information

Previous **Next**

Item	Title	Assign. Type	Assign Date (MM/DD/YYYY)
SELF 1875 (Rev 6/22/2023 01:48 PM US/Central)	SCS CPTP Continuing Education 2024	Required (REQUIRED)	7/1/2023

STEP 20

Click "Run Job Now."

Manage Assignments | Help |

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Step 5: Complete Managing Assignments

Previous **Run Job Now** Schedule Job

User ID	Name
P0014	

Item	Title	Assign. Type	Assign Date	Required Date (MM/DD/YYYY)
SELF 1875 (Rev 6/22/2023 01:48 PM US/Central)	SCS CPTP Continuing Education 2024	REQUIRED	6/22/2023	07/01/2024

STEP 21

Wait for confirmation message.

