

## Overview

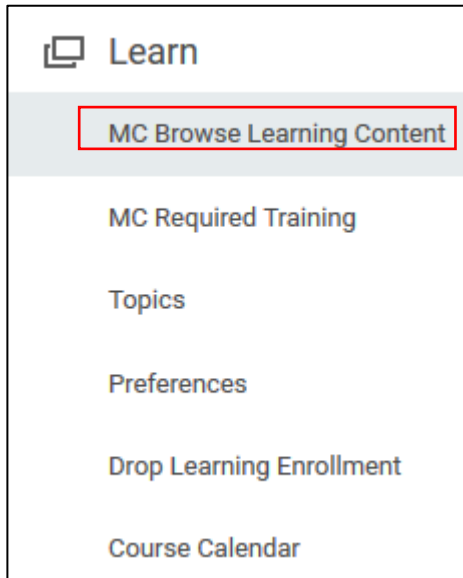
Use this job aid as a resource to enroll your team in courses.

## Enroll One or More Employees as a Manager

1. From the **Home** screen, click the **Learning** application.

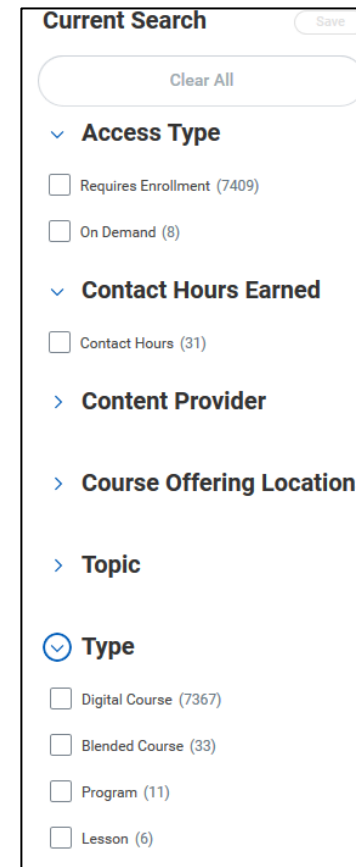


2. Under the **Learn** menu, click **MC Browse Learning Content**.



3. Use the **Search** field enter the **name of the course** you are

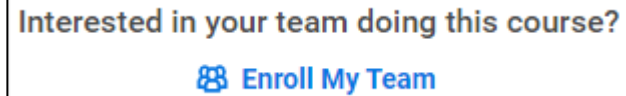
looking for or, use the filters to narrow your search.



## Enroll Your Team in Learning Courses

*Workday Job Aid for Managers*

4. Select the **course** and then click **Enroll My Team**.



5. Check the **Select Offering** box. Click **OK**.
6. Click **Yes** or **No** to **Assign as Required Learning**.
7. Then click the **checkbox** next to the employee(s) you would like to enroll.

**Note:** Click the top **checkbox** to select everyone on your team who is eligible, or use the individual **checkboxes** to select individual employees.

8. Click **Submit** and then **Done**.

**Note:** The employee(s) you enrolled will receive a notification in their Workday Inbox unless they are enrolled in external content such as LinkedIn Learning.