

## Manager 2: Assigning New Certifications to Faculty and Staff

Open the Team Certifications page:

1. **Manager** Icon
2. Click **Add Certifications** button under **My Team Certifications** (or click **My Team Certifications**).

The screenshot shows the M Learning interface. At the top, there is a navigation bar with the M Learning logo, a search bar, and a user profile for Debra Demeester. On the left, a sidebar contains navigation links: Home, Search for People, My Team Learning, My Reports, and My Analytic Reports. The main content area is titled 'My Team Certifications' and contains a table with the following data:

Name	Due Date
Richard Rabbit (Inpatient Newborn ICU (Brandon) Nurse - MiChart Certification (MC-IP80003A) 1.0.0)	
Richard Rabbit (Ambulatory Nurse and Medical Assistant - MiChart Certification (MC-AC80001A) 1.0.0)	

Below the table is a 'View All...' link and an 'Add Certifications' button.

3. Click **Certifications Summary** at the top of the **Team Certifications** page.

The screenshot shows the 'Certifications' page. The left sidebar has 'Team Certifications' selected. The main content area has two tabs: 'Certifications Summary' (highlighted with a red circle '3') and 'Certifications Matrix'. Below the tabs is a 'View by Person Type' button. The table below shows the following data:

Person Name	Certification Details
Richard	3rd LL's Cert for testing Def Change Email 1.0 Ambulatory Nur

Assign a new Certification:

4. Click the **Select Box** next to the staff or faculty name.
- Important:** more than one name may be selected.
5. Click **Add Certifications** at the top right of the page.

See Screen Shot on next page.

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5 <a href="#">Add Certifications</a>										
4	Person Name	Assigned	In Progress	Overdue	Acquired	Revoked	Expired	Discontinued	Total	Actions
<input checked="" type="checkbox"/>	Richard Rabbit	9	0	0	0	0	0	2	11	<a href="#">Actions</a>
<input checked="" type="checkbox"/>	Uriah Unicorn	10	1	0	0	0	0	2	13	<a href="#">Actions</a>

6. Locate the needed Certification(s) by searching by the **Certification Code** in the **Certification ID** field.
  - a. **Note:** A keyword search in the name field is an option when the Certification Code is unknown.
7. Click the **Search** button.
8. Check the **Select Box** next to the appropriate **Certification Name(s)** in the results.
9. Click the **Select and Close** button the **Team Certifications** page.

### Add Certifications

[Configure](#) | [Save Search Query](#) 7 [Search](#)

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**Certifications** [Print](#) | [Export](#) | [Modify Table](#)

8	Certification Name	Version	Available From	Discontinued From	Target Completion Duration	Expires In	Notify Before	Certification ID
<input checked="" type="checkbox"/>	OCAX-C10020 Sleep and Fatigue Education for Clinical Program Trainees	1.0	01/01/2014		60 Days	365 Days	15 Days	OCAX-C10020
<input checked="" type="checkbox"/>	OCAX-C10025 Restraint for Clinical Program Trainees and Physician Assistants	1.0	01/01/2014		60 Days			OCAX-C10025
<input type="checkbox"/>	OCAX-C20068 Preventing Detecting and Reporting Fraud & Abuse	1.0	01/01/2014		0 Days	365 Days	15 Days	OCAX-C20068

9 [Select and Close](#) [Close](#)

10. The **Assigned** column number increases based on the number added.

	Person Name	Assigned	In Progress	Overdue	Acquired	Revoked	Expired	Discontinued	Total	Actions
<input checked="" type="checkbox"/>	Richard Rabbit	11	0	0	0	0	0	2	13	<a href="#">Actions</a>
<input checked="" type="checkbox"/>	Uriah Unicorn	13	1	0	0	0	0	2	16	<a href="#">Actions</a>

**Next Step:** Enroll Learner into the associated ILTs

- See **Enrolling Faculty and Staff into Instructor Led Training using Certifications**