Registrar Role Guide
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Accessing the Registrar Desktop


2. Select the **Navigation Button**.

3. Select **Admin**.

4. Select **Learning Admin**.

5. Select **New Order** under the **Registrar Desktop** option.
Selecting Learning

1. **Select learning by searching the catalog:**
Enter the course name or a keyword into the search bar and select the magnifying glass to initiate the search.

![Select Learning Item](image)

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Due Date</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigating EDGE Learning as Learners</td>
<td>Course</td>
<td>Select date</td>
<td></td>
</tr>
<tr>
<td>EDGE Test of Deep Link</td>
<td>Course</td>
<td>Select date</td>
<td></td>
</tr>
</tbody>
</table>

2. **Assign a due date** then assign the course by selecting the **plus (+) icon** to the right of the date field.

![Assigning Learning](image)

3. If you select the wrong training, you can remove it by selecting the **minus (−) icon** next to the training title. Then repeat step 2 to select the correct training.

Assigning Learning to One Employee

1. Enter the employee’s name into the search bar and select the magnifying glass to the right of the search bar to initiate the search.

![Add Person](image)

2. Select the correct employee by selecting the **plus (+) icon** next to the individual’s name.
3. Select **Add to Plan**.

4. A summary screen will appear; select **OK** to finalize the order.

### Assigning Learning to Multiple Employees

1. To assign learning to multiple people from an organization, follow the steps under **Selecting Learning**. To recap, those steps are finding the course, selecting a due date, and adding the training using the **plus (+) icon**.
2. When searching for multiple employees, it might be most efficient to use the Filters to search by Organization or Manager. The other search options might result in an error message.

   a. **Organization:** This data pulls directly from UAccess Employee. Therefore, the Organization field will match the organization name listed in UAccess Employee. We suggest using a department key word if you are not sure what the formal department title is.

   b. **Manager:** This data pulls directly from UAccess Employee. Enter the name of the manager you wish to search for, then select the bubble next to that name.
3. Select the employees you want to register for the training/course/certification. You have the option to Select All or select individual employees. Both options are shown below:

   a. **Select All** to select the entire list of employees displayed. In this case, all the employees reporting to one manager are selected. You will then see the employees listed in **green**.

   b. Select individual employees from your filtered list. Select the **plus (+)** icon next to each employee you want to add to the registrar order. The
Select column toggles between + and –, so if you add an employee in error, simply click again to deselect.

4. A summary screen will appear. Select OK to finalize order. If you return to a blank order page, your request has been submitted successfully.

5. If there is an issue, you will receive an error message.

Resources

Please email us at edge-learning@arizona.edu if you have any questions or need further assistance.

For the most up-to-date version of this guide and others, visit our website at https://edgelearning.arizona.edu/.