

LSO Supervisor Booking Your Employees

In the new LSO system, you will also have the ability to directly book one or more of your employees into training sessions. Follow these steps below to book them into a course:

1. Click on the **"Manage Participation"** link in your left-hand navigation bar.
2. Use the **LSO search procedure** to find the employee(s) you would like to book into training.
3. Click the **"Book New Course for All"** button to select the course.
4. Browse the course catalog for the course, or select the radio button for **"Keyword Search"**
The results of your search are displayed in a window on the same screen.

Helpful hint: Try to be as specific as possible when entering your search term. The course title, or partial course title, works best. This will narrow your search results.

5. Click the box next to the name of the training for the date you would like your employee(s) to attend.
The course is highlighted in yellow.
6. Click the **"Next"** button.
A cost summary of the course appears.
The "Fee" box indicates how much (if any) it costs to attend the training.
7. Click the **"Book"** button.
8. Click the **"Next"** button to finalize the booking.
The final confirmation screen appears indicating your employee has been successfully booked.

Please contact your agency training officer for assistance.