

Whether you are booking them for a training, cancelling them out of a training, prebooking them, or adding a Mandatory assignment, the search function is the same.

1. Type your employee's last name in the **"Find"** box.
2. Select **"Person"** from the drop-down menu below it.

**Helpful hint:** If you'd like to enroll all of your direct reports, just place your org unit number in the "Find" field and select your "Organizational Unit" from the drop-down menu.

3. Click the **"Go"** Button.
4. Click the box next to the employee's name.  
The name and information are highlighted in yellow.
5. Click the single arrow pointing to the right to place the employee in the **"Selected"** box.

**Helpful hint:** You can add more employees via the search and add them to the selected box before going to the next step. This way you can enroll multiple employees at once if you didn't want to enroll your entire org unit.

Please contact your agency training officer for assistance.