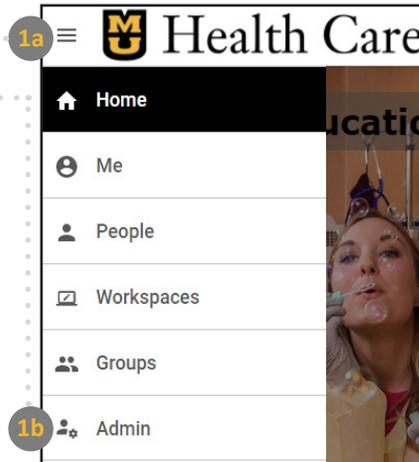


**START
HERE**

Go to missouri.sabacloud.com and log in.

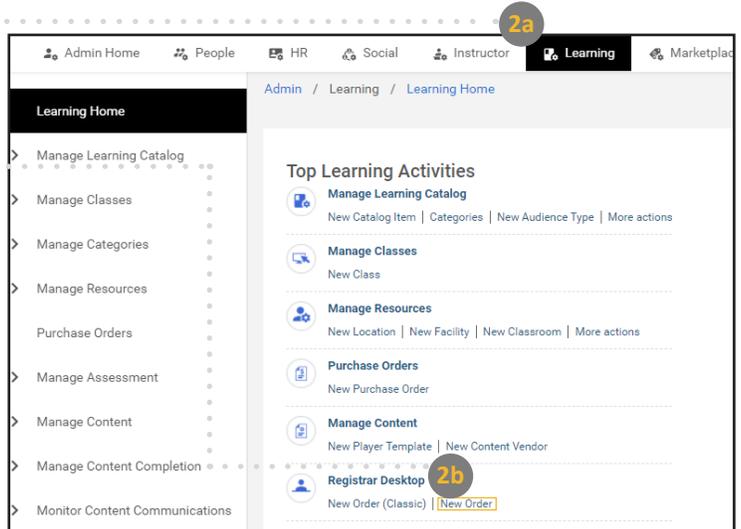
1

- a. Click on the 3 bars on the upper left corner.
- b. Select **Admin** from the menu.



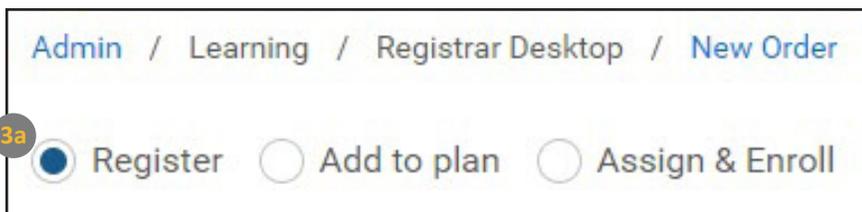
2

- a. From the Admin Home page, click on **Learning** from the menu at the top.
- b. Next click on **New Order** under the Registrar Desktop.



3

- a. At the top, ensure **Register** is selected.



4

a. Under Select Learning Item, use the **Search Catalog** field to find the classes you would like to assign to learners. Click on the magnifying glass to see results *Hint: If you add a % before a key word in the class title, all classes with that title will appear in the search results. For example, %hemi for all Hemisphere classes or %impulse for all imPULSE classes.*



b. Optional: Click on **Filters** for more search options.

c. Only 5 classes will display in your results. If there are more classes, you can view them by clicking the arrow at the bottom of the results.



5

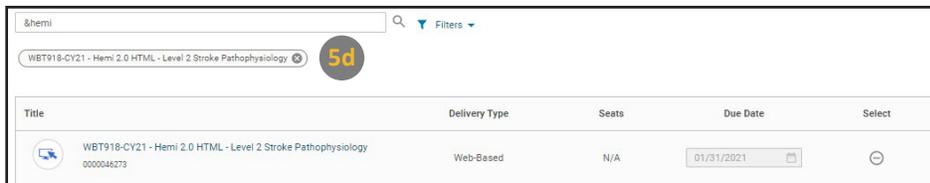
a. In your search results, find the class you would like to assign.

b. Under the **Due Date** column, choose a date.

c. Click the **+ sign** on the very right of the row.

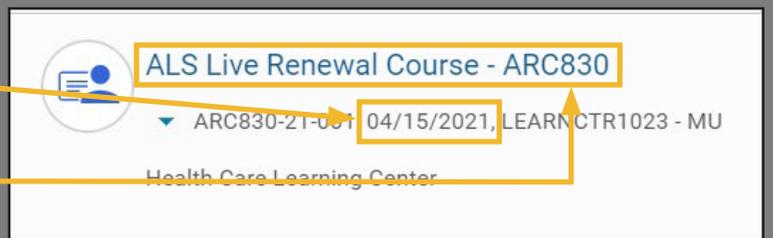


d. Your item will appear at the top. Repeat steps until you have added all desired Learning Items.



Some courses have more than one class. If this is the case, you will see a date below the course title.

For more information about class times and locations for a course, click on the title.



JOB AID SABA: How to Assign a User to a Class

6

- To add people to the class(es), search for the name of each person by entering their name into the **Person Search** field and clicking the magnifying glass.
- Optional: Click on **Filters** to see more options for searching.
- Locate the people you would like to assign to the course. Optional: Click **Yes** under the **Mandatory** column to make the class mandatory.
- Click the **+ sign** to the very right of the row to add the person.
- Optional: Use the **Select All** feature to add multiple people at once.

The screenshot shows the 'Add Person' interface. At the top, there is a 'Person Search' field with a magnifying glass icon (7a) and a 'Filters' dropdown menu (7b). Below the search field is a table with columns: Name, Manager, Mandatory, and Select. The first row shows 'Veteran ZTest (TESTVET)' with 'Owen Sekol' as the manager. The 'Mandatory' column has 'Yes' and 'No' buttons (7c), with 'No' selected. The 'Select' column has a plus sign (+) button (7d). At the top right of the table area, there is a 'SELECT ALL' checkbox (7d). The table has a pagination control at the bottom right showing '1' of '1' items.

7

After you have added all learners, click **Register** at the lower right of the screen.

The image shows two buttons side-by-side. The left button is labeled 'CANCEL' and has a light blue background. The right button is labeled 'REGISTER' and has a dark blue background with a yellow border, indicating it is the button to click.

Clicking Register will register all learners for the course!
Double check that your information is correct as you will not be able to change the order after clicking Register.