

How to Assign SCS CPTP Continuing Education Item

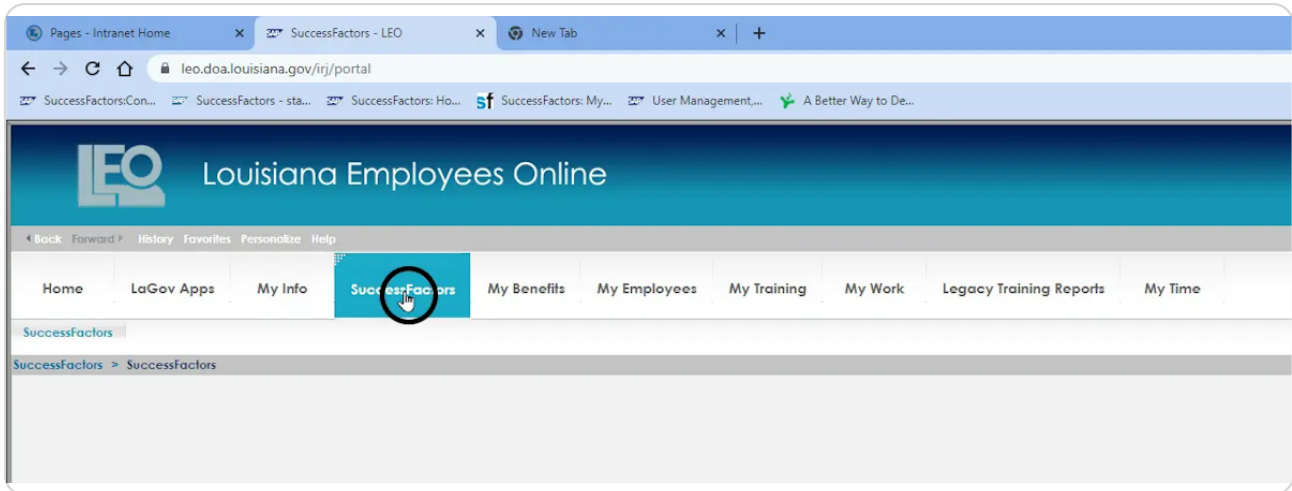
First, identify the supervisors who are required to complete the SCS CPTP Continuing Education Requirement. You will need their P#s to assign the item.

21 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Laci Talley	Jun 22, 2023	Jan 29, 2025

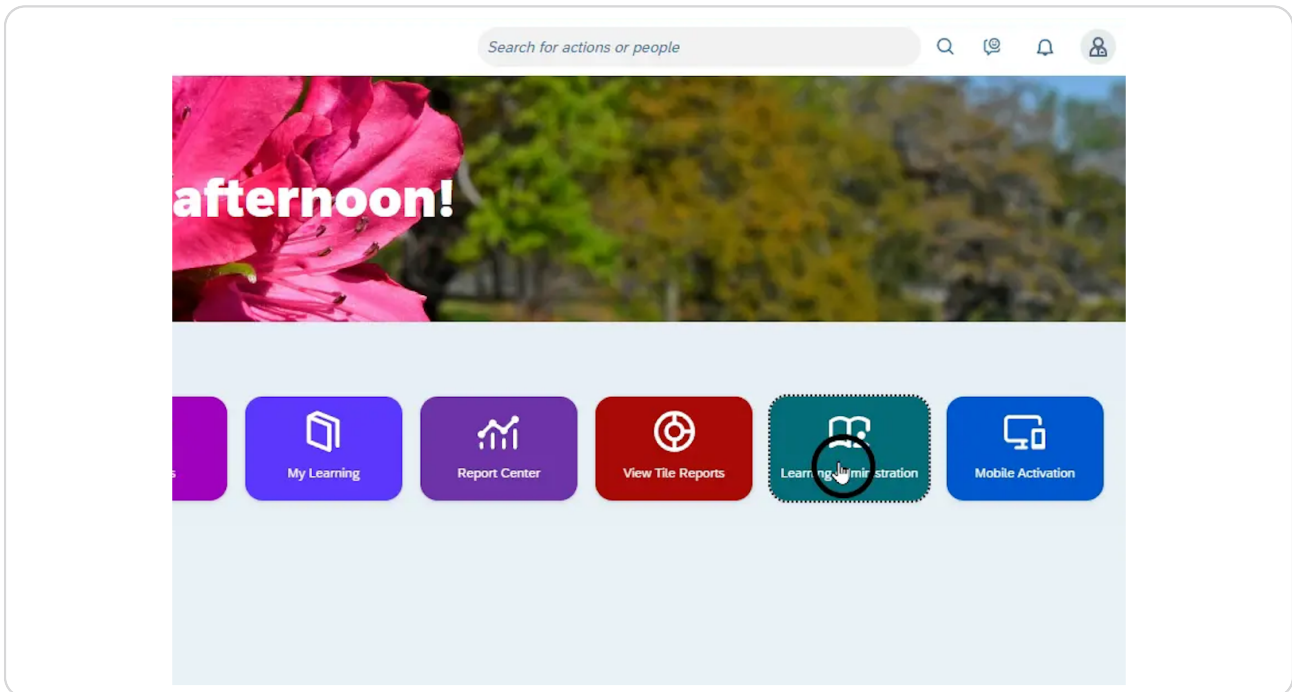
STEP 1

Log into SuccessFactors.



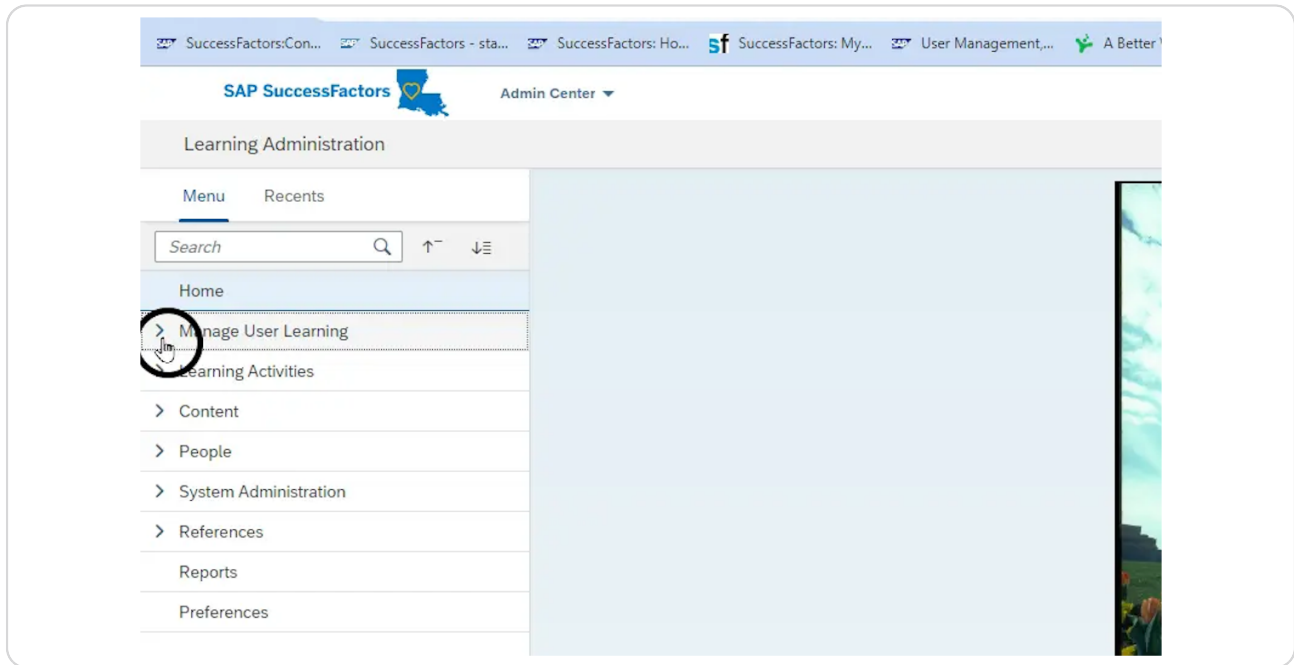
STEP 2

Click on "Learning Administration."



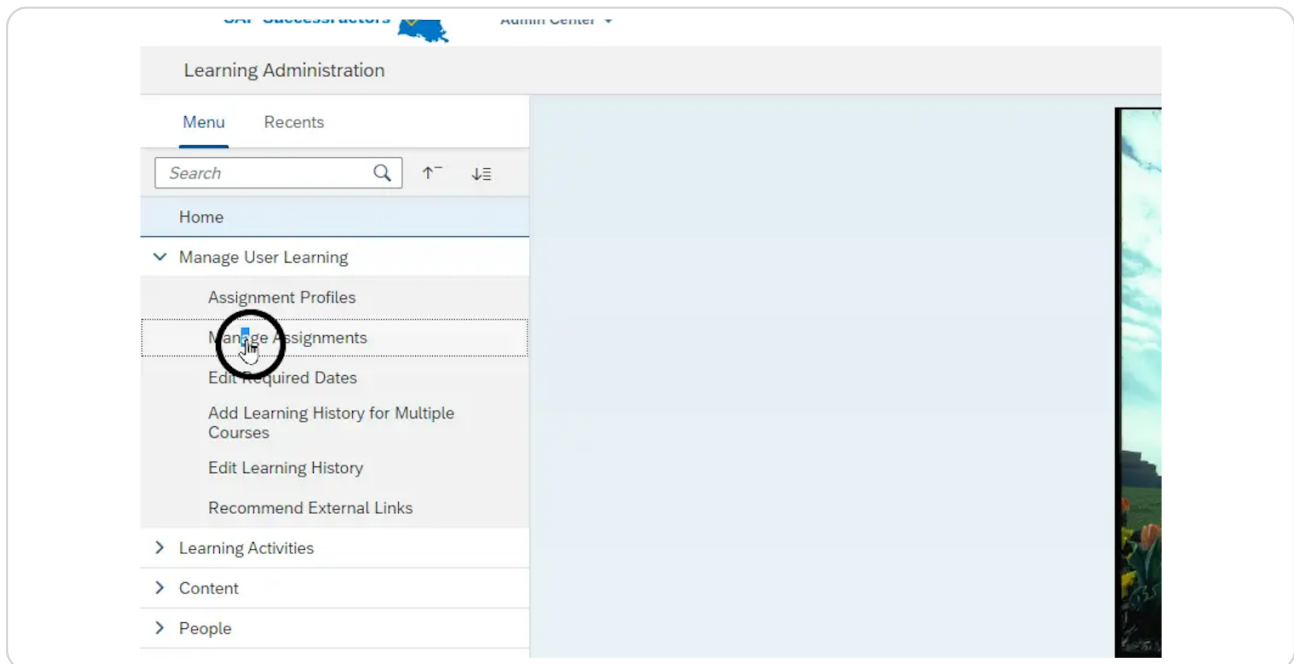
STEP 3

Click open the "Manage User Learning" menu.



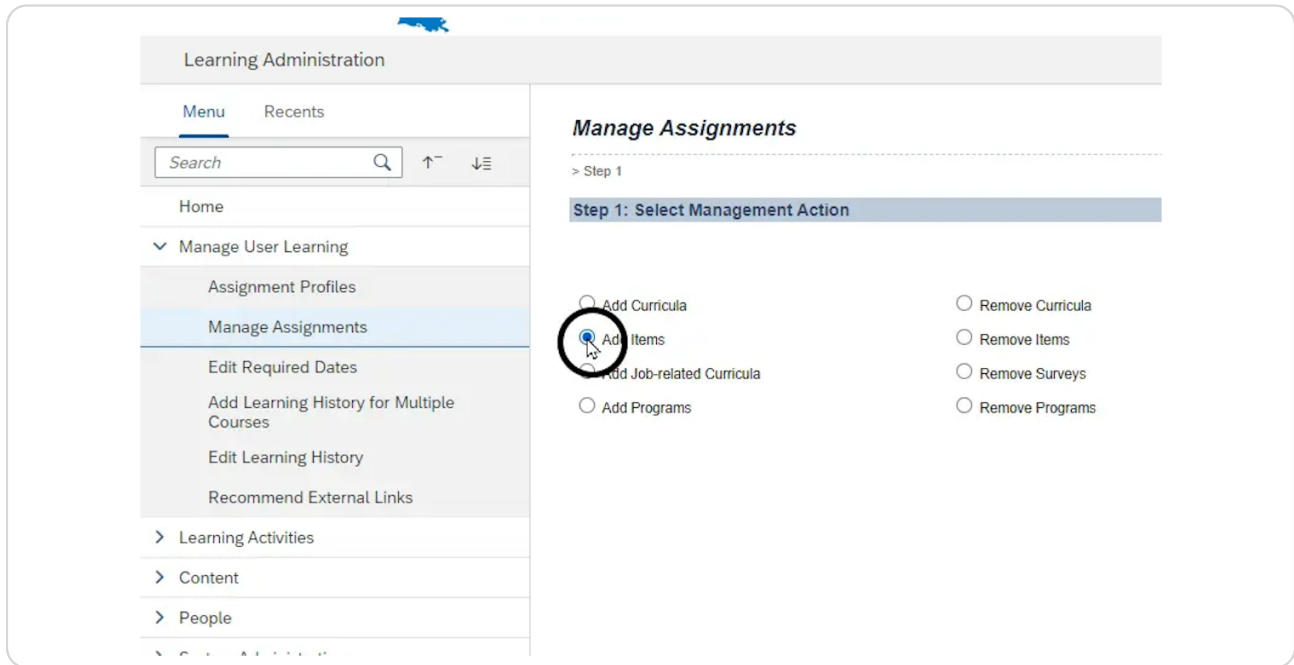
STEP 4

Click on "Manage Assignments."



STEP 5

Select "Add Items."

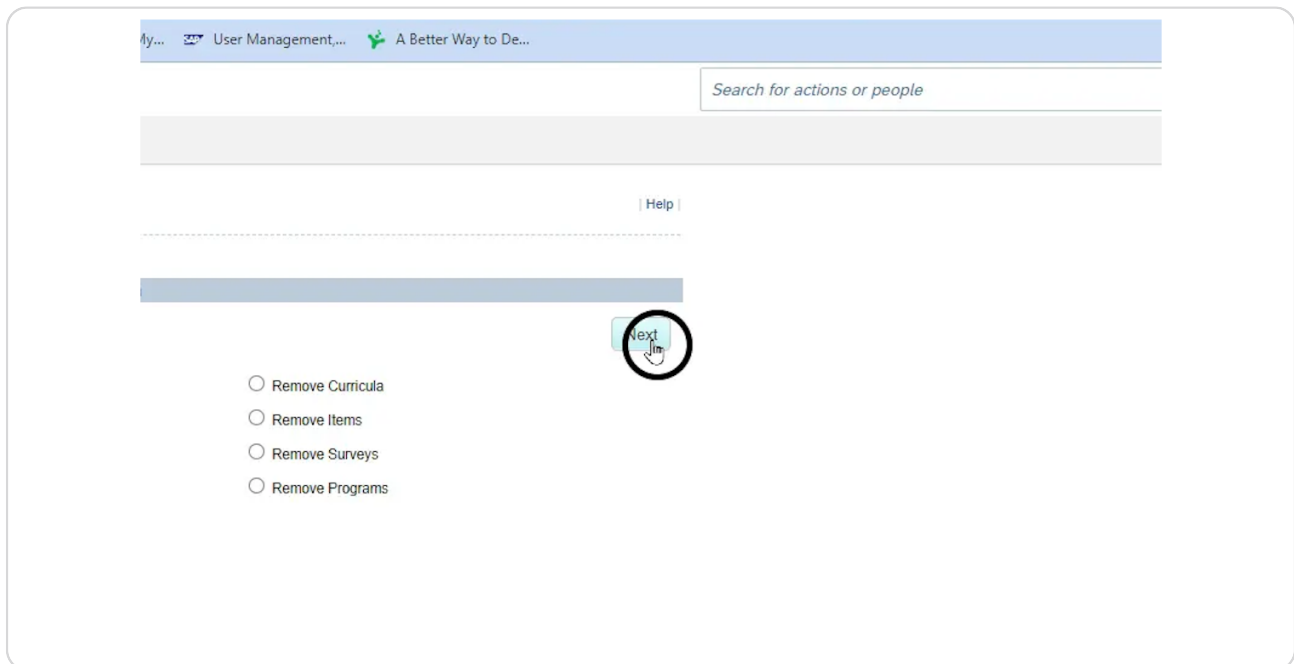


The screenshot shows the 'Learning Administration' interface. On the left is a navigation menu with 'Manage Assignments' selected. The main content area is titled 'Manage Assignments' and shows 'Step 1: Select Management Action'. A list of radio button options is displayed, with 'Add Items' circled in red. The options are:

- Add Curricula
- Add Items
- Add Job-related Curricula
- Add Programs
- Remove Curricula
- Remove Items
- Remove Surveys
- Remove Programs

STEP 6

Click "Next."

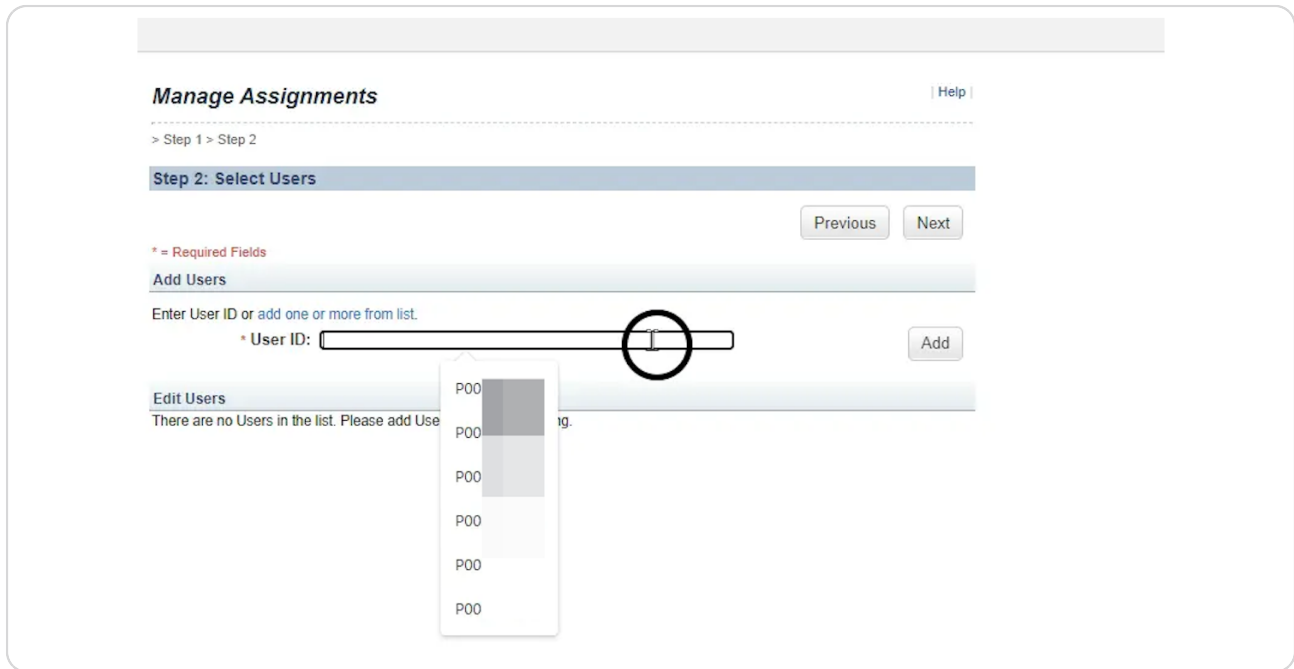


The screenshot shows the 'Next' button highlighted with a red circle. The interface includes a search bar at the top with the placeholder text 'Search for actions or people'. Below the search bar, there is a 'Help' link. The 'Next' button is located at the bottom right of the page. The list of radio button options from the previous step is visible on the left side of the page:

- Remove Curricula
- Remove Items
- Remove Surveys
- Remove Programs

STEP 7

Type in supervisor's P#.



Manage Assignments [| Help](#)

> Step 1 > Step 2

Step 2: Select Users

[Previous](#) [Next](#)

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID: [Add](#)

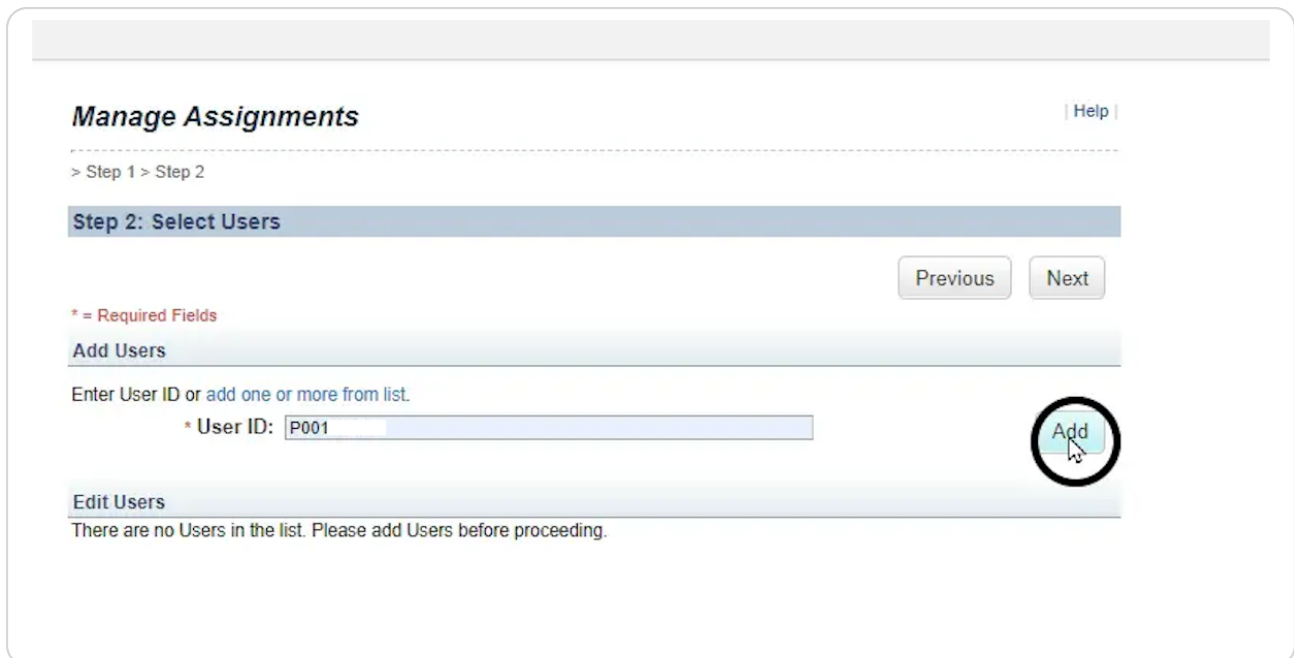
Edit Users

There are no Users in the list. Please add Users before proceeding.

P00
P00
P00
P00
P00
P00

STEP 8

Click "Add."



Manage Assignments [| Help](#)

> Step 1 > Step 2

Step 2: Select Users

[Previous](#) [Next](#)

* = Required Fields

Add Users

Enter User ID or add one or more from list.

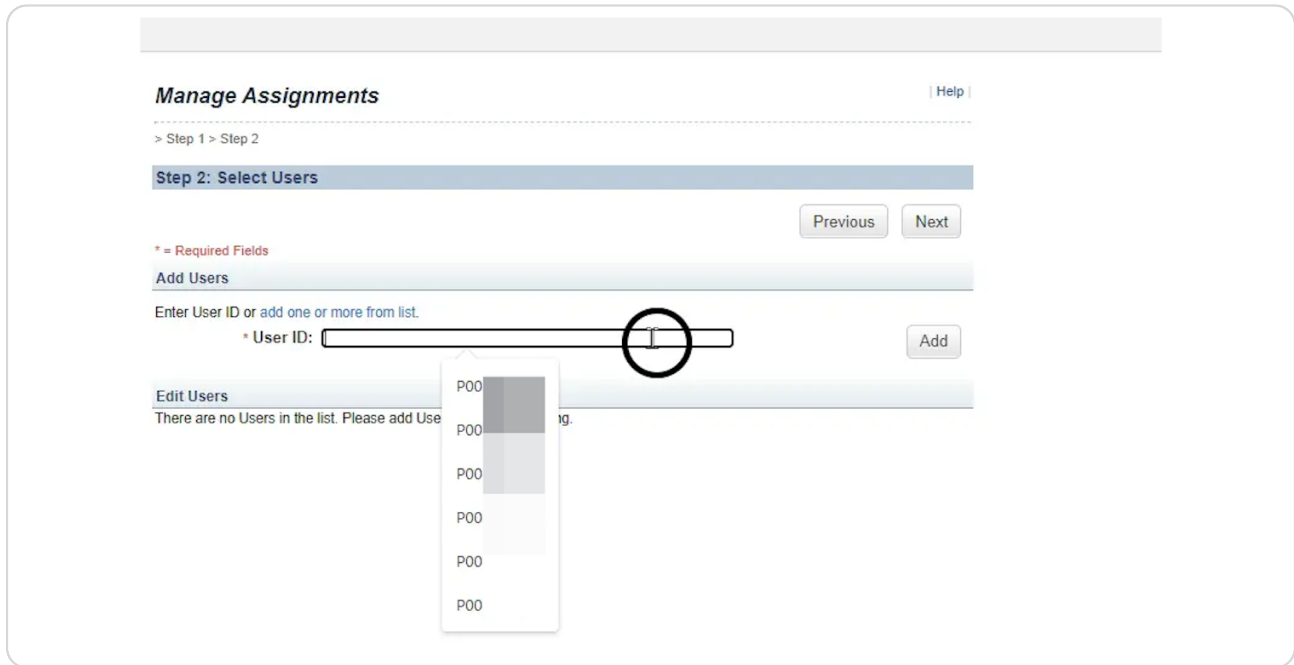
* User ID: [Add](#)

Edit Users

There are no Users in the list. Please add Users before proceeding.

STEP 9

Repeat steps 7 & 8 until all supervisor P#s have been added.



Manage Assignments | Help |

> Step 1 > Step 2

Step 2: Select Users

Previous Next

* = Required Fields

Add Users

Enter User ID or add one or more from list.

* User ID: Add

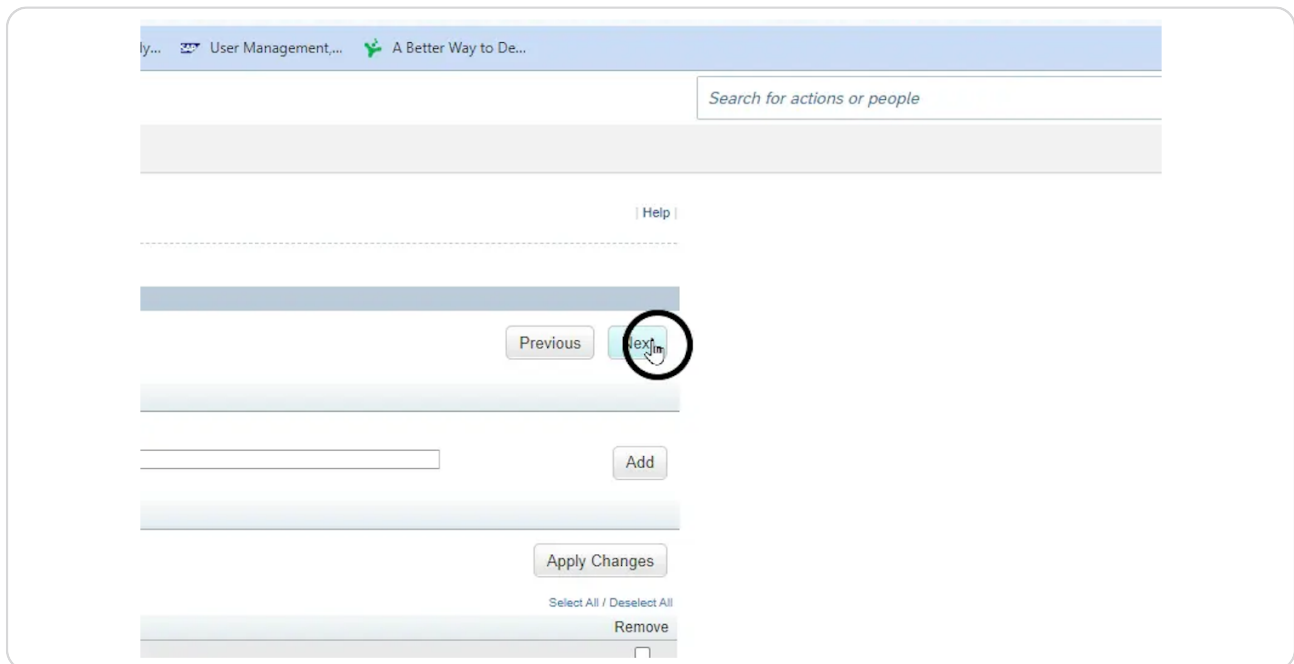
Edit Users

There are no Users in the list. Please add Use

P00
P00
P00
P00
P00
P00

STEP 10

Click "Next."



by... User Management... A Better Way to De...

Search for actions or people

| Help |

Previous Next

Add

Apply Changes

Select All / Deselect All

Remove

STEP 11

Click "Add one or more from list."

The screenshot shows the 'Manage Assignments' interface. The page title is 'Manage Assignments' with a 'Help' link. The breadcrumb trail is '> Step 1 > Step 2 > Step 3'. The current step is 'Step 3: Adding Items', with 'Previous' and 'Next' buttons. A legend indicates '* = Required Fields'. The section 'Select Items for Adding' contains the instruction: 'Enter 'Item ID' and 'Item Type' or add one or more from list'. Below this is a '* Type:' dropdown menu. To the right is a '* ID:' input field and an 'Add' button. A second section, 'Edit the List of Items for Adding', contains the text: 'There are no items in the list. Please add items before proceeding.' A circled mouse cursor points to the 'add one or more from list' link.

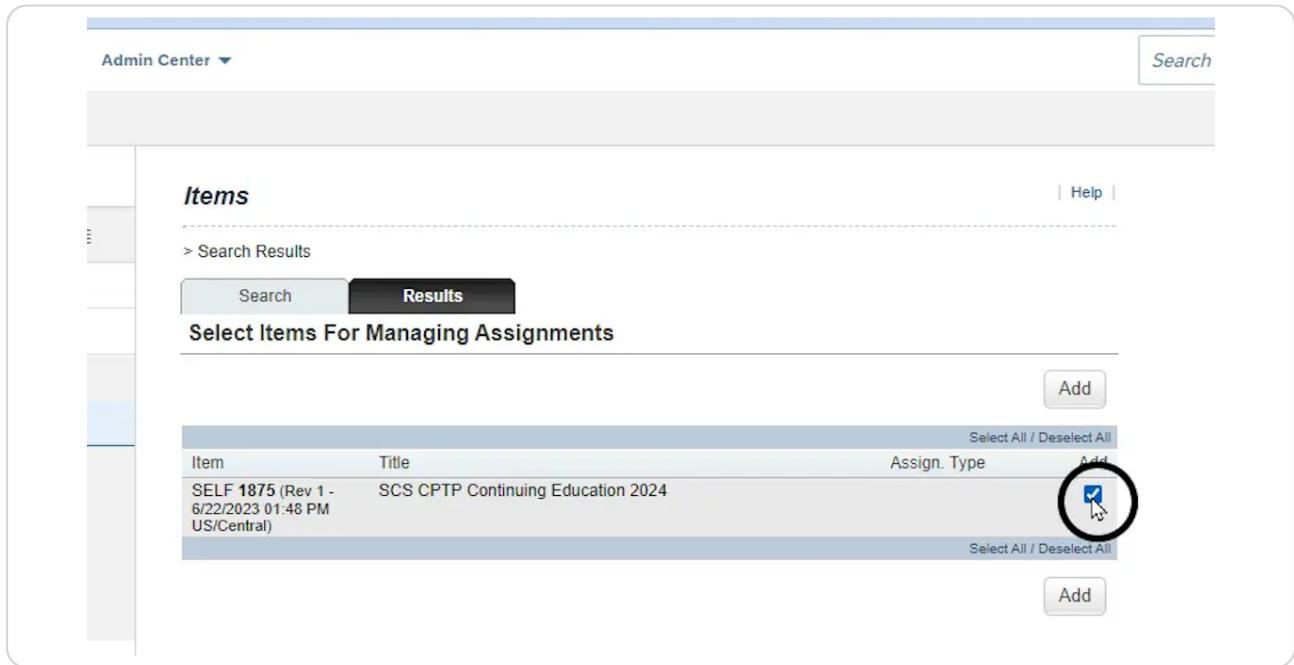
STEP 12

Search for the year or "continuing."

The screenshot shows the 'Items' search interface within an 'Admin Center'. The page title is 'Items' with a 'Help' link. The breadcrumb trail is 'Admin Center > Items'. The section 'Search Items' contains the instruction: 'Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.' Below this is a 'Keyword:' label and an input field containing '2024'. To the right is an 'Add/Remove Criteria' link with a plus icon. At the bottom right are a circled 'Search' button and a 'Reset' button. A circled mouse cursor points to the 'Search' button.

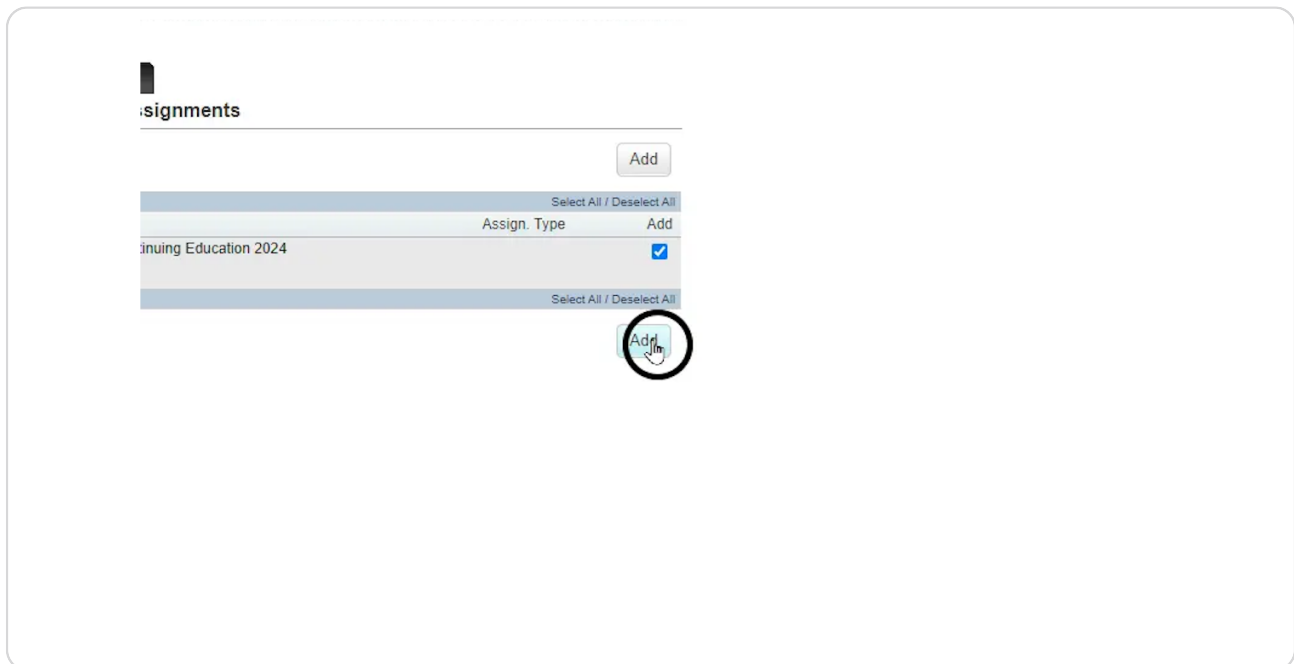
STEP 13

Select "SCS CPTP Continuing Education 20xx" and click the "Add" box.



STEP 14

Click "Add."



STEP 15

Click "Next."

Manage Assignments | Help |

> Step 1 > Step 2 > Step 3

Step 3: Adding Items

* = Required Fields

Select Items for Adding

Enter 'Item ID' and 'Item Type' or add one or more from list.

* Type: * ID:

Add

Edit the List of Items for Adding

Apply Changes

Item	Title	Assign. Type	Assign Date	Remove
SELF 1875 (Rev 1 - 6/22/2023 01:46 PM US/Central)	SCS CPTP Continuing Education 2024		6/22/2023	<input type="checkbox"/>

Select All / Deselect All

Apply Changes

STEP 16

Click here to change the assignment date.

Assignments | Help |

Step 3 > Step 4

Item Information

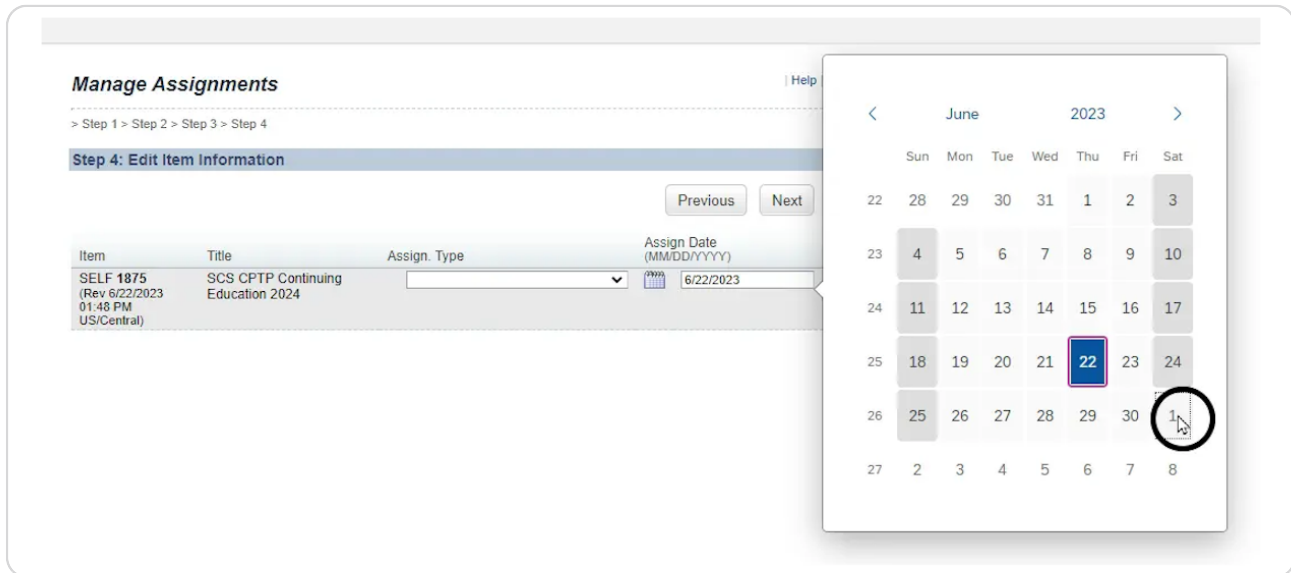
Previous Next

Title	Assign. Type	Assign Date (MM/DD/YYYY)
SCS CPTP Continuing Education 2024	<input type="text"/>	6/22/2023

STEP 17

Change "Assign Date" to 01/01/20xx.

NOTE: Changing the Assign Date ensures the system only gives credit for the courses taken during this performance year.

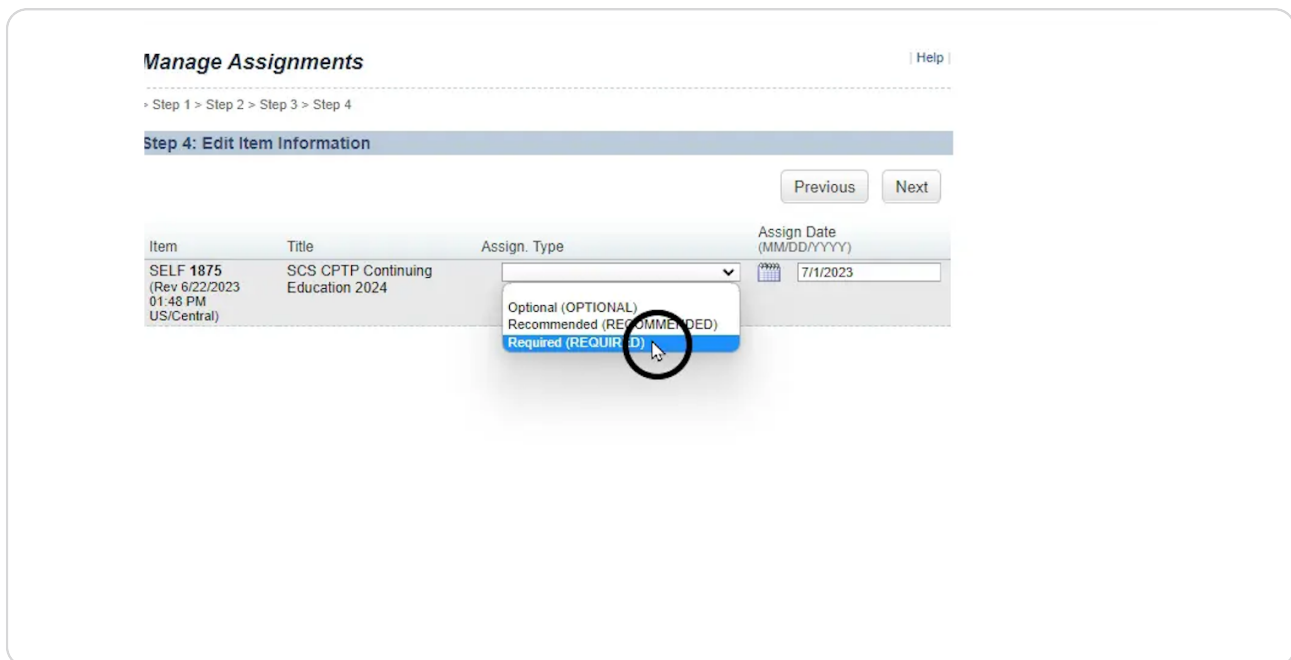


The screenshot shows the 'Manage Assignments' interface. The 'Assign Date' field is set to 6/22/2023. A calendar pop-up is displayed, showing the month of June 2023. The date 22 is highlighted in blue, and the date 1 is circled in black, indicating the target date for the assignment.

Item	Title	Assign. Type	Assign Date (MM/DD/YYYY)
SELF 1875 (Rev 6/22/2023 01:48 PM US/Central)	SCS CPTP Continuing Education 2024		6/22/2023

STEP 18

Change the "Assign. Type" to "Required."



The screenshot shows the 'Manage Assignments' interface. The 'Assign. Type' dropdown menu is open, and 'Required (REQUIRED)' is selected. The 'Assign Date' field is set to 7/1/2023.

Item	Title	Assign. Type	Assign Date (MM/DD/YYYY)
SELF 1875 (Rev 6/22/2023 01:48 PM US/Central)	SCS CPTP Continuing Education 2024	Required (REQUIRED)	7/1/2023

STEP 19

Click "Next."

Manage Assignments | Help |

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Edit Item Information

Previous **Next**

Item	Title	Assign. Type	Assign Date (MM/DD/YYYY)
SELF 1875 (Rev 6/22/2023 01:48 PM US/Central)	SCS CPTP Continuing Education 2024	Required (REQUIRED) ▼	7/1/2023

STEP 20

Click "Run Job Now."

Manage Assignments | Help |

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Step 5: Complete Managing Assignments

Previous **Run Job Now** Schedule Job

User ID	Name
P0014	

Item	Title	Assign. Type	Assign Date	Required Date (MM/DD/YYYY)
SELF 1875 (Rev 6/22/2023 01:48 PM US/Central)	SCS CPTP Continuing Education 2024	REQUIRED	6/22/2023	07/01/2024

STEP 21

Wait for confirmation message.

