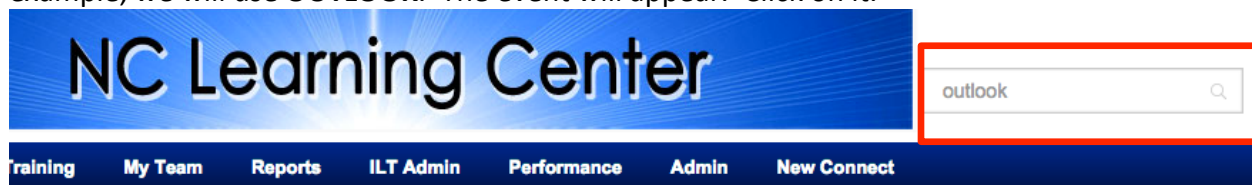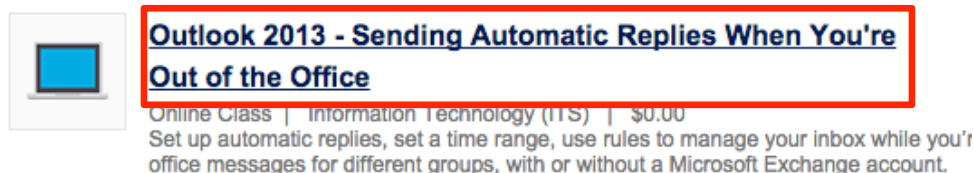# Assign Training to Your Direct or Indirect Employee

1. Login to BEACON, click on the LEARNING TAB. Type event name or keyword in **SEARCH** field, in this example, we will use **OUTLOOK**. The event will appear. Click on it.
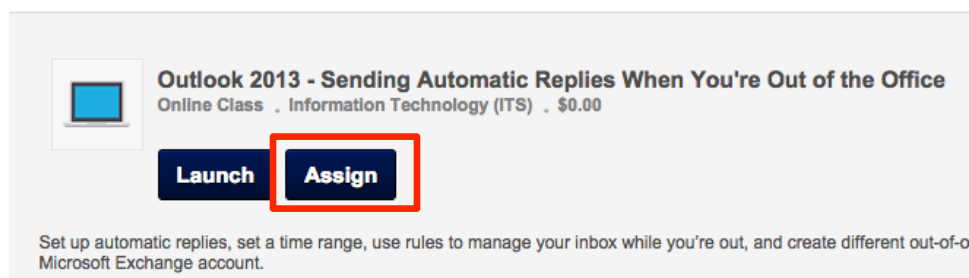

2. Click on the event name link for more information.

3. Select **ASSIGN**

4. Next select your **direct report or indirect report** you would like to assign the training to, you can also select a **DUE DATE**. Once you have selected your employee(s), select **SUBMIT**.
   Note: If the employees listed as your direct reports are incorrect or you are missing some, please contact your HR section at your facility immediately to report this. Once corrected in BEACON, the LMS will be corrected overnight.

Assign Training

Outlook 2013 - Sending Automatic Replies When You're Out of the Office
Online Class . Information Technology (ITS) . $0.00

Due Date [🗓]

Add a Comment

☐ Automatically register users

ℹ Users who have the training already in their transcript are not included in this assignment

☐	Direct Reports	Language Equivalency	Assignment History	Current Status	Include subordinates
☑	Crystal Lupton		0	None	
☑	Linda Bristow		0	None	☐
☐	Monica Shabo		0	None	☐
☐	Richard Jordan		0	None	

Select an Indirect Report [↗]

Indirect Reports	Language Equivalency	Assignment History	Current Status

Cancel   **Submit**

5. The screen will go back to the **TRAINING DETAILS** page and you are finished.