**Instructions for Assigning SOFT Training Checklists to New Employees**

1. The individual laboratory’s MediaLab Compliance and CE Administrator will assign checklist(s) to new employee.
	1. **Once the trainer is assigned**, follow these steps for assigning the checklists to the new employee:
2. Select “Compliance & CE Administration” using the Apps icon.
3. Click the “Assignments” box on top of the screen.
4. Click “Add Assignment” on the top left side of the screen.
5. Scroll down the and select the courses box until you locate the curriculum “OHS Laboratory Information System.”
6. Click on the curriculum to open it.
7. Select any checklists and / or courses for training purposes. More than one course can be selected.
8. On the right side of the page under “Select Specific Users”, search for the user to receive the training checklist / course. Be sure to check the assigned user. NOTE: More than one user can be assigned the same training at the same time.
9. Scroll down and under additional settings: 1) mark course as required.

 2) Select a due date (December 31, 2019 is the default). 3) Leave as “prevent recent duplicate”.

1. Click “Add Assignment(s) and Send Email Notifications.” This step must be completed for the course / checklist to be assigned to the user.
2. For the new hire, the checklist(s) will be displayed in the “My Courses” folder as “view only”.
3. For the trainer, the checklist(s) will be displayed under “Assignments”, “View Checklists and Mark Tasks.”
4. The new employee will not be allowed to check any task that is completed but can make comments for each task.
5. MediaLab Administrator(s) is the only one allowed to check or complete each task. Administrator can also make comments on each task.
	1. The comments from each person cannot be edited by others. They are displayed separately for each person who added a comment.
6. Each time a checklist is modified, the MediaLab Administrator will need to “Save Changes” in MediaLab.
7. Once the checklist is complete, the LIS team should be notified so that SOFT access can be assigned. The request should be sent via IS Request Ticket by attaching a PDF version of the training checklist. The PDF version can be generated in MediaLab by selecting “Generate printable PDF version” at the top of each checklist.

A fillable form is available in media lab (<https://www.medialabinc.net/>) by searching “Employee Clearance”.