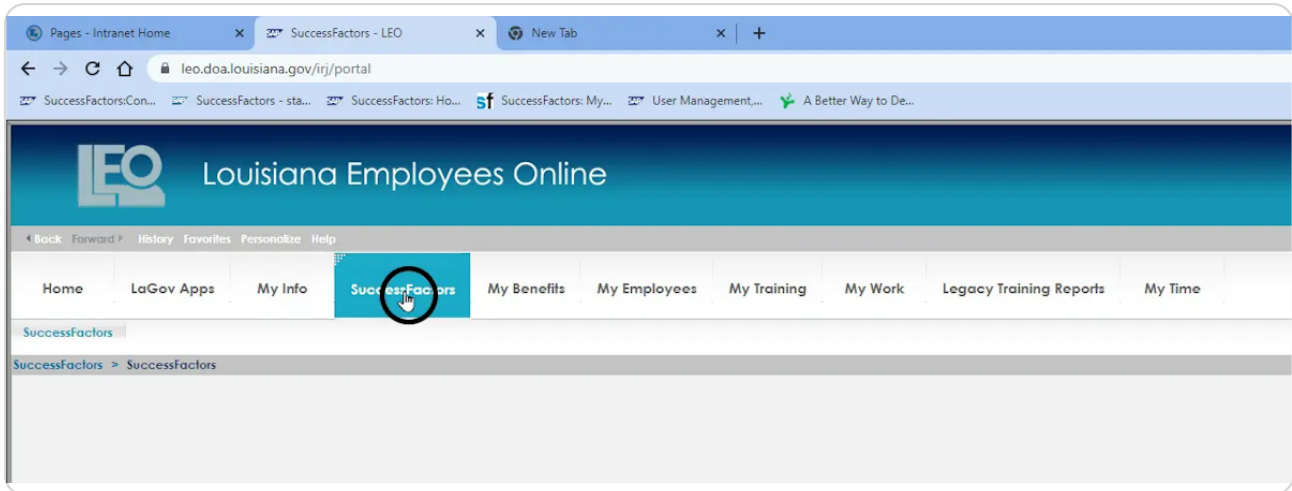# How to Assign SCS CPTP Continuing Education Item

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 ↗](#)

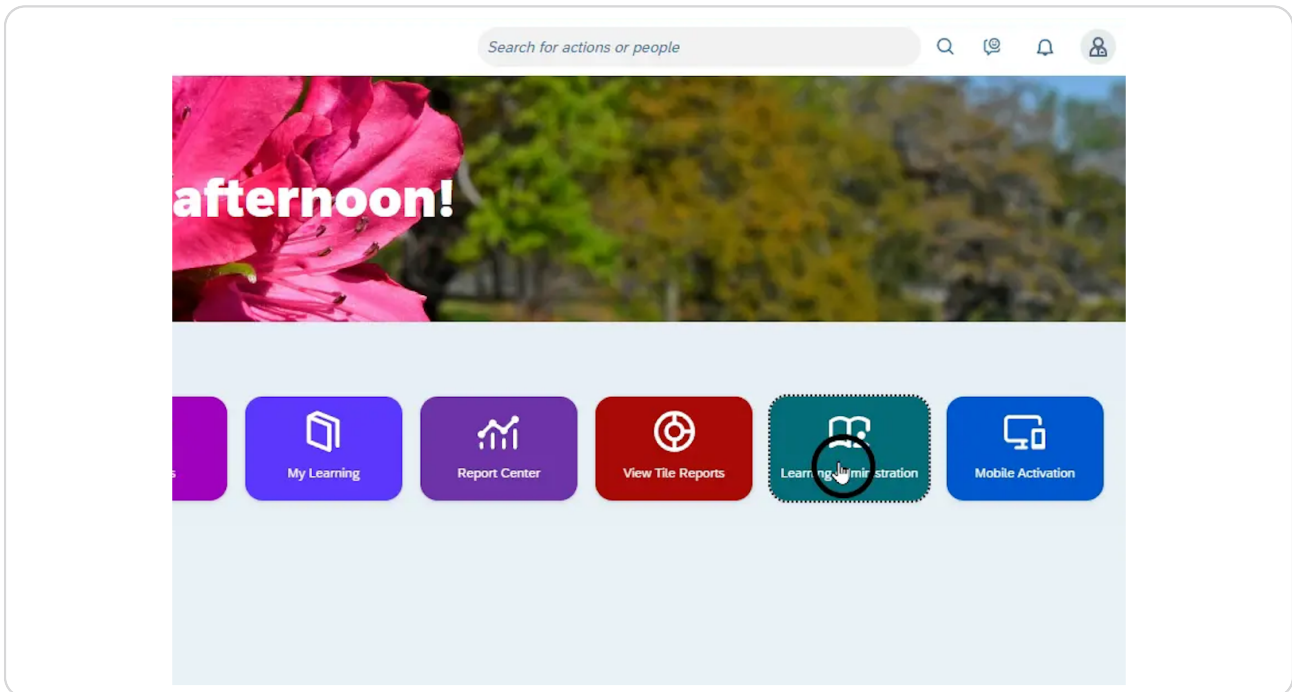| Created by	Creation Date	Last Updated
Laci Talley	Jun 22, 2023	Jan 29, 2025

STEP 1

Log into SuccessFactors.
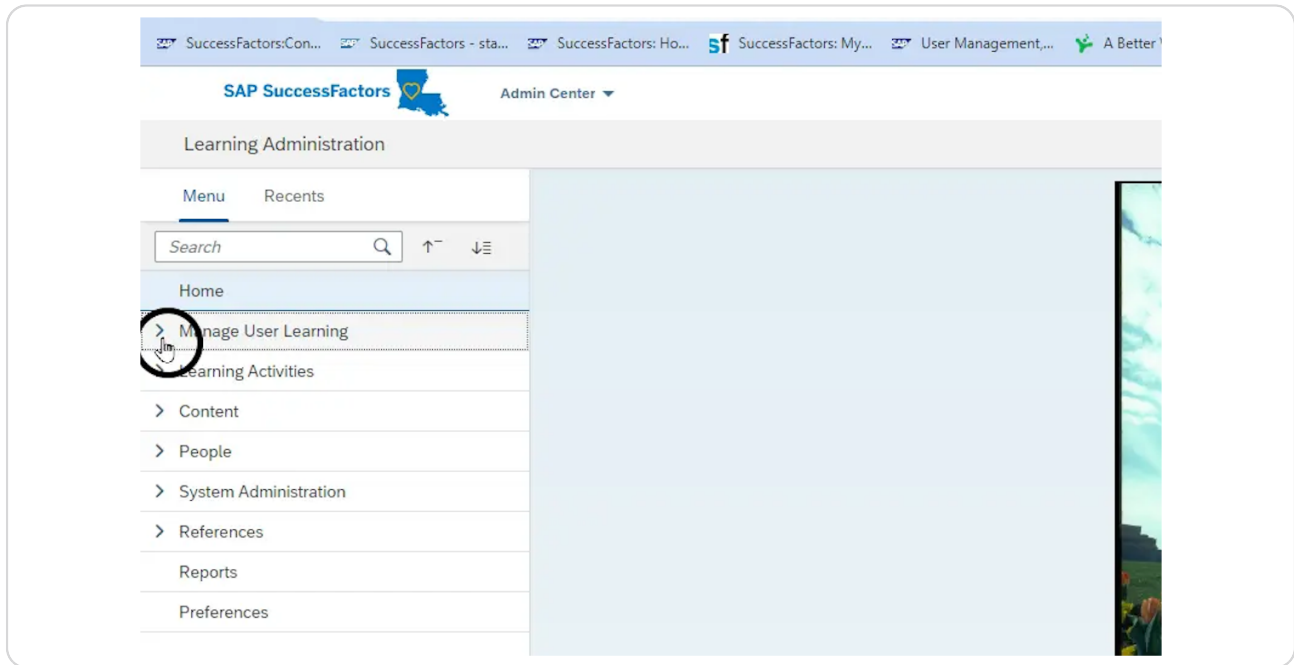

STEP 2

Click on "Learning Administration."

STEP 3

Click open the "Manage User Learning" menu.

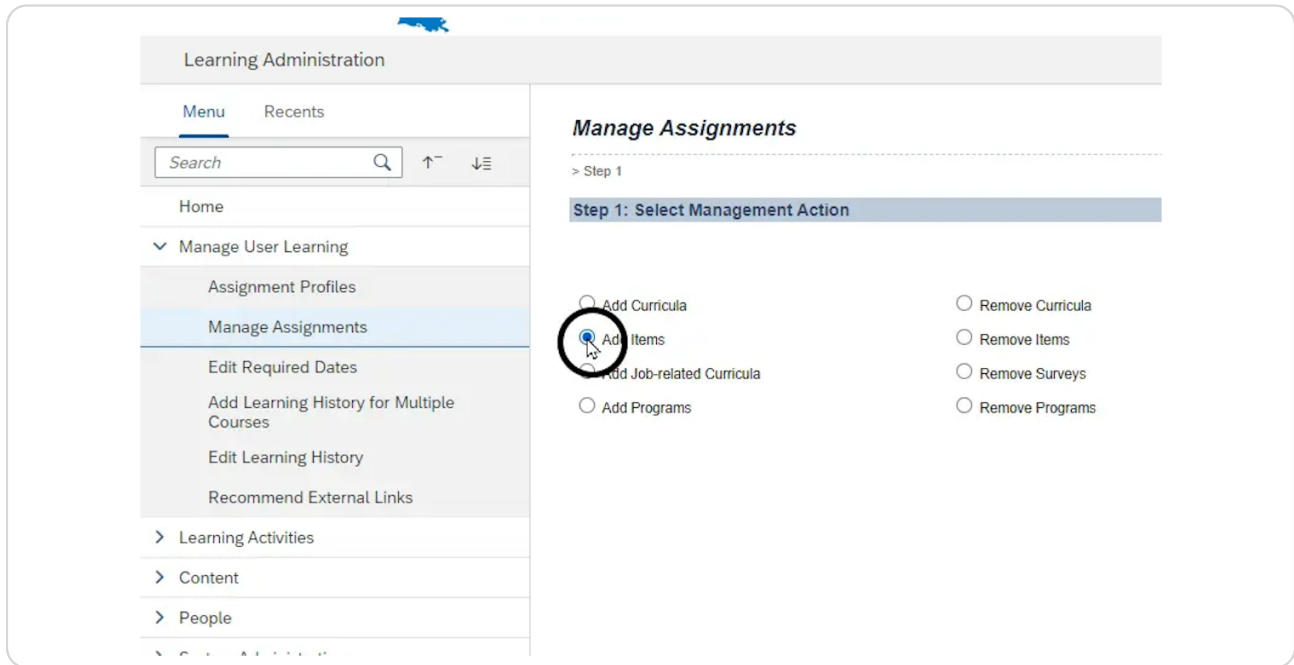

STEP 4

Click on "Manage Assignments."

STEP 5
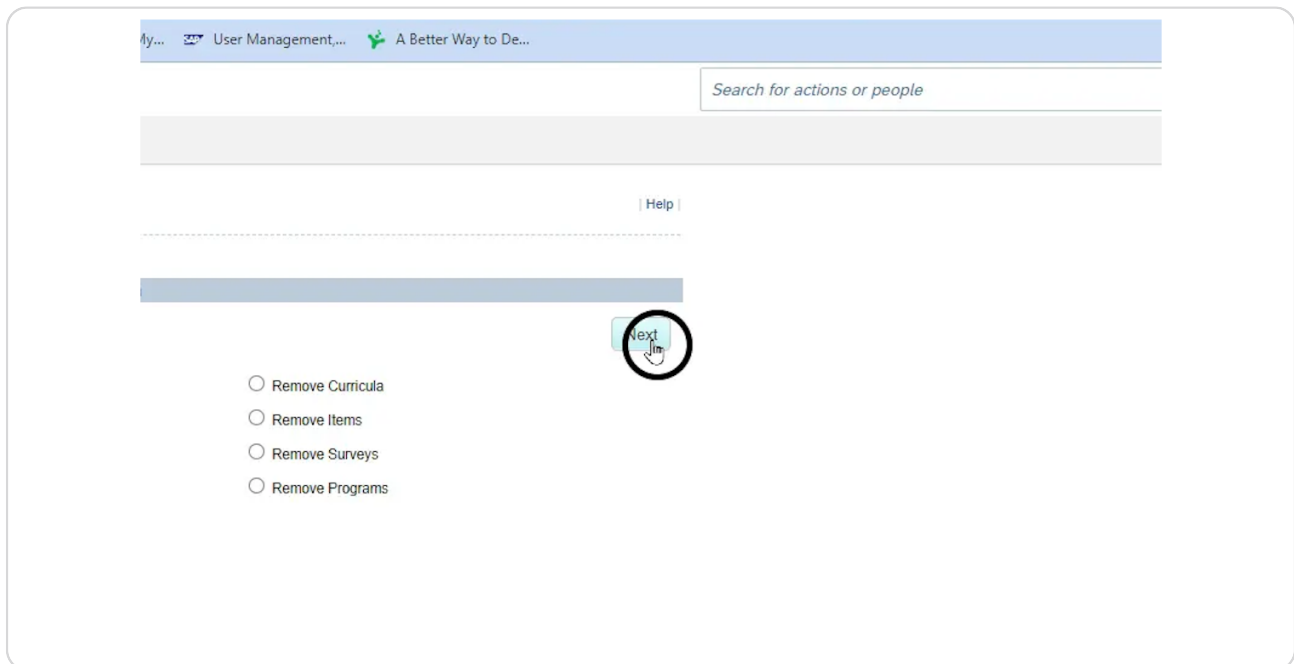
Select "Add Items."

STEP 6

Click "Next."

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]

P00
P00
P00
P00
P00
P00

Edit Users

There are no Users in the list. Please add Use   ng.

STEP 8

Click "Add."

Manage Assignments | Help |

> Step 1 > Step 2

Step 2: Select Users

[Previous] [Next]

* = Required Fields

Add Users

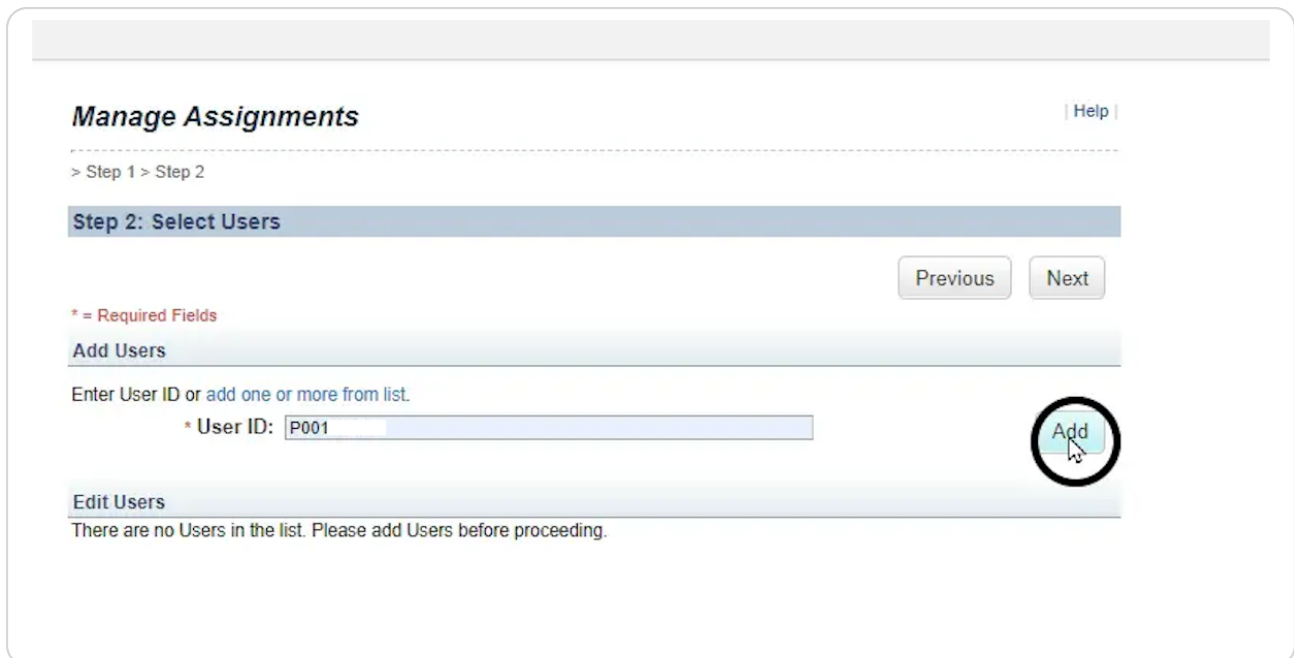Enter User ID or add one or more from list.

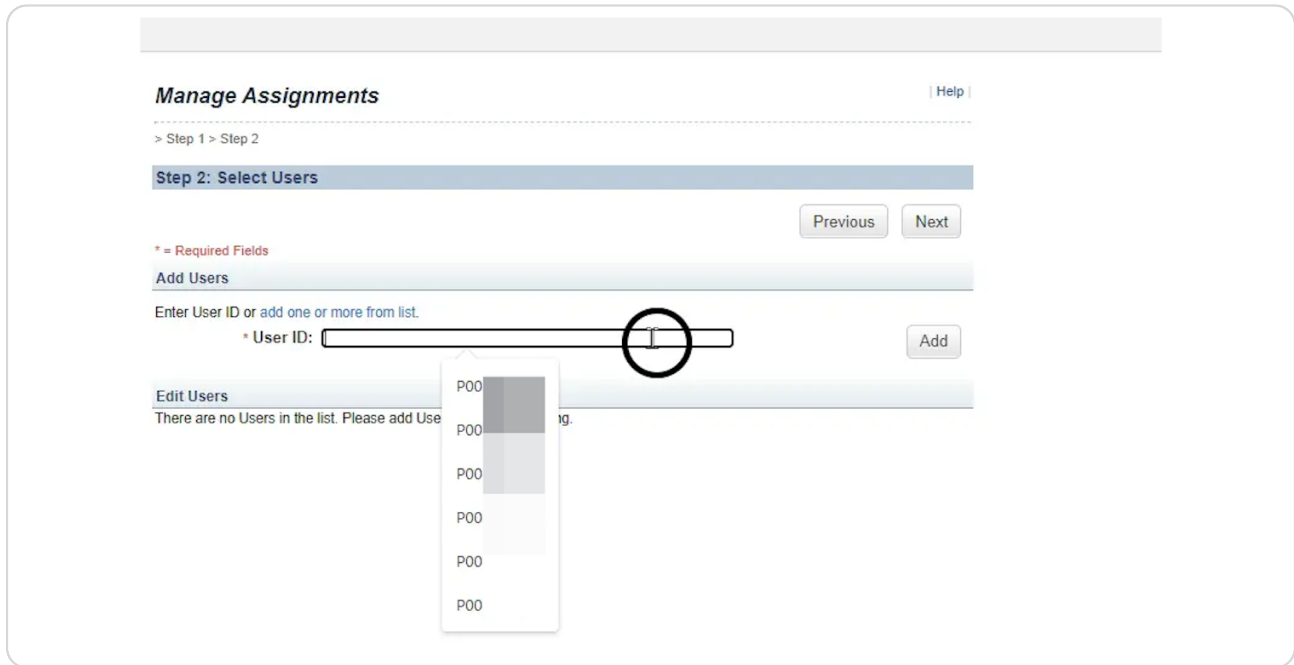* User ID: [P001   ]   [Add]

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

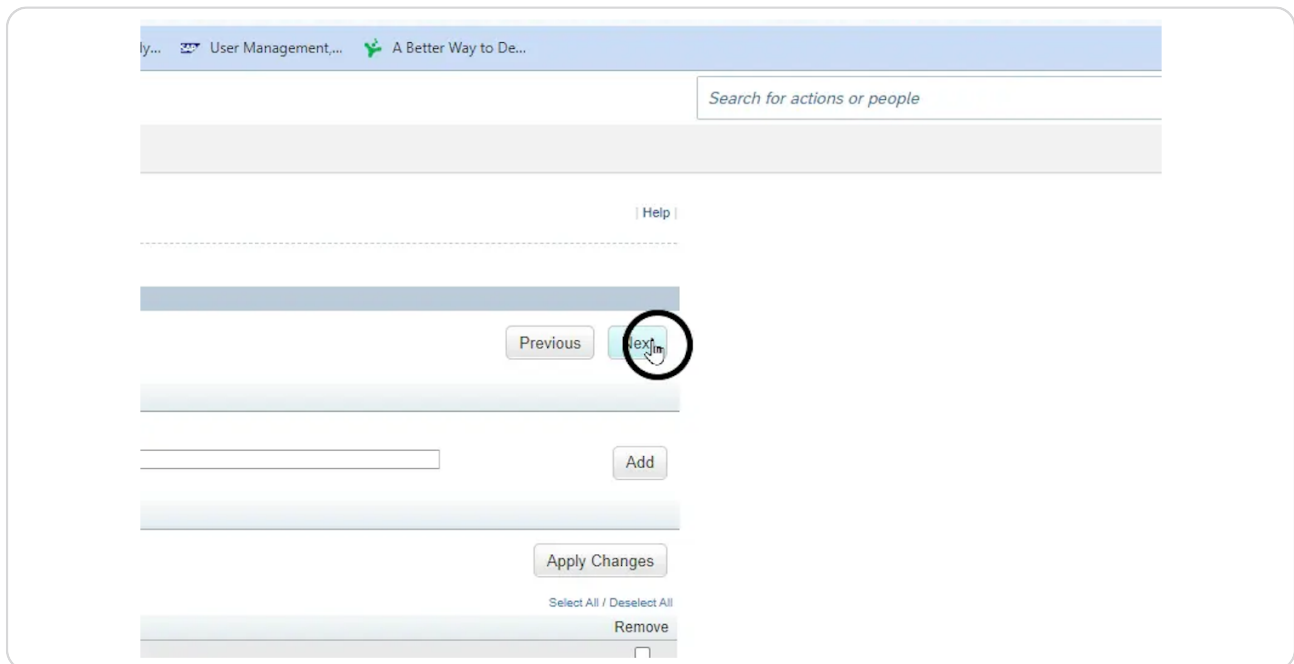Enter User ID or add one or more from list.

* User ID: [_____]   Add

Edit Users

There are no Users in the list. Please add Use...ng.

P00
P00
P00
P00
P00
P00

STEP 10

Click "Next."

...ly...   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."

STEP 12

Search for the year or "continuing."

STEP 13

Select "SCS CPTP Continuing Education 20xx" and click the "Add" box.
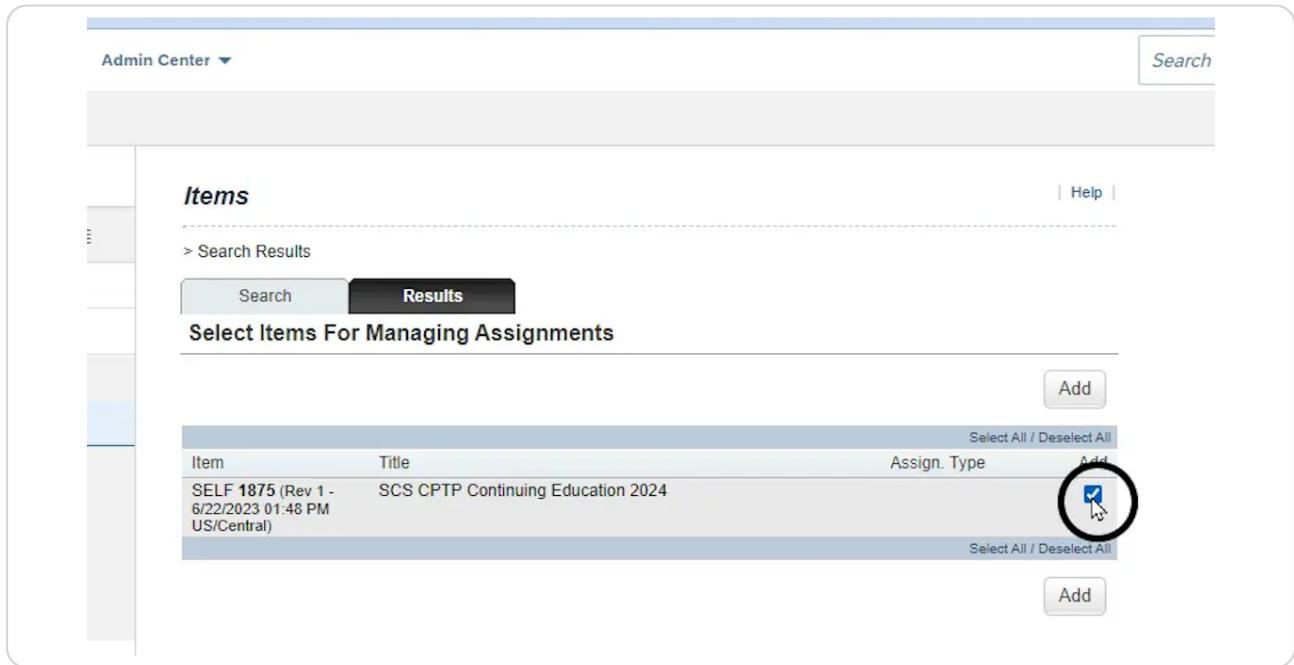
STEP 14

Click "Add."

STEP 15

Click "Next."

STEP 16

Click here to change the assignment date.
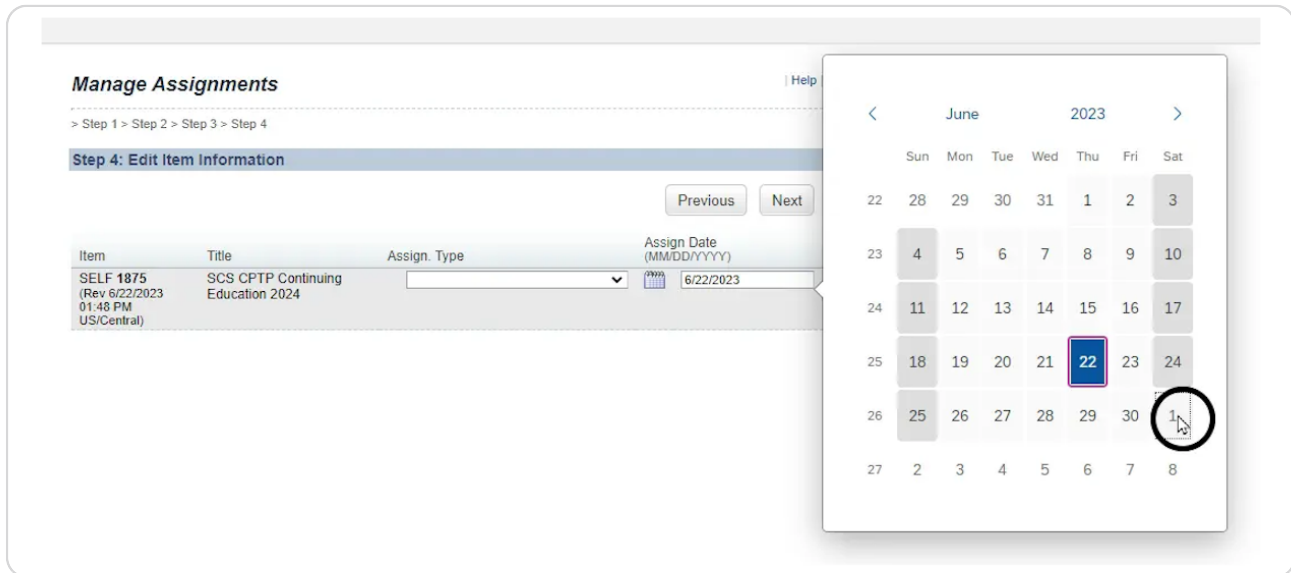
STEP 17

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.
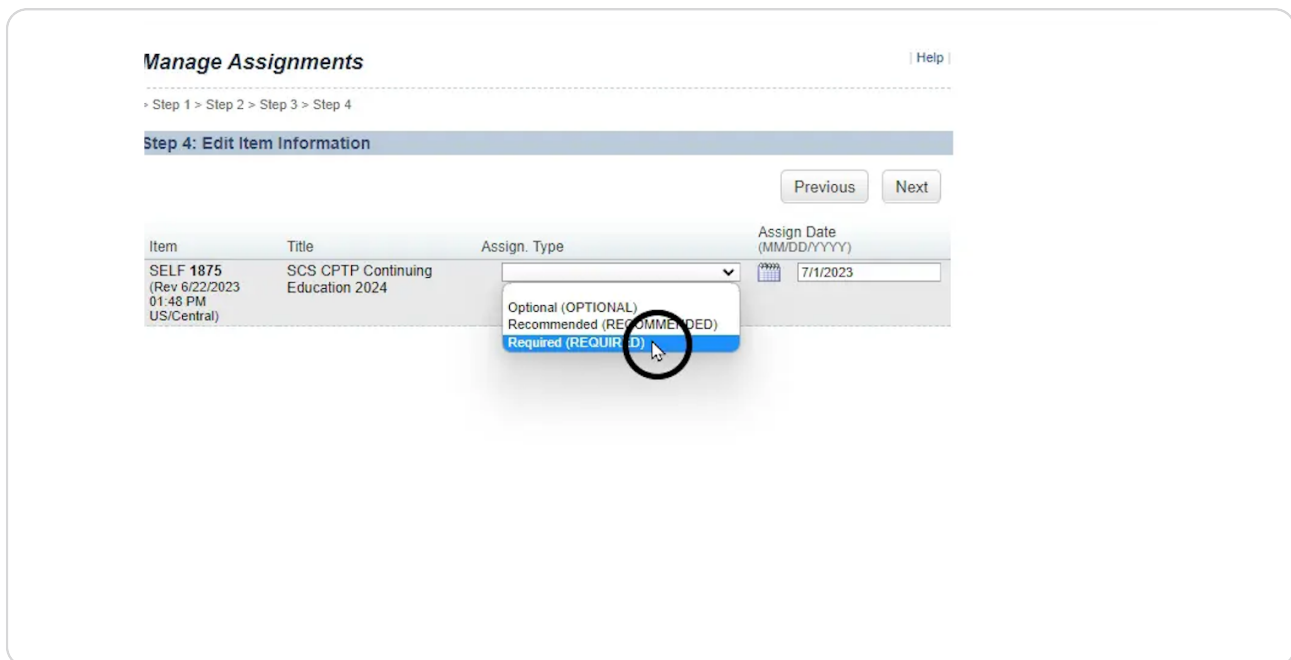

STEP 18

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

STEP 19

Click "Next."

STEP 20

Click "Run Job Now."

Wait for confirmation message.

Manage Assignments | Help |

Confirmation

Finished

Status:

- Successfully added the items to the specified Users.