What Can I Do as a Training Coordinator?

As a training coordinator, you can look up individual Learners' learning records, drop Learners from learning, add learning to learning plans, add new learning plans, and enroll Learners through their learning plans. Use the compass and open the Navigator. Select Business Manager Quick Links.

Note: There is not currently a pre-set tile for the Business Manager (Training Coordinator) functions.

How Do I Get Training Coordinator Access?

In addition to completing the UAccess Learning: Training Coordination class, you need to request training coordinator access to UAccess Learning through the Access Provisioning Tool (https://apt.uaccess-aws2.arizona.edu/). Your request will be routed for the appropriate approvals. Once training and approvals are complete, you will be provisioned.

What Resources are Available to Me?

You can access the UAccess Learning Resources page on the UAccess Community (http://community.uaccess.arizona.edu): Resources > UAccess Learning. This page has links to videos, FAQs, and other resources.

You can also join the UAccess Learning discussion forum on the UAccess Community: (http://community.uaccess.arizona.edu): Forums > UAccess Learning. You can post questions, get support, and help others.

How Do I Get to UAccess Learning?

UAccess Learning is on the UAccess launch page: http://uaccess.arizona.edu. Select Learning and log in with your NetID and password.

I’m Trying to Find a Learner by EmplID and Can’t

If you are looking for a Learner by EmplID but can’t find them, odds are good that the Learner in question is a student who does not have an active job record at the UA. Those students are in UAccess Learning, but their records are inactive until they log in. If the student logs in, the Learner record is activated and then you can find them. Occasionally, the automated activation of the student or DCC will fail. If having the Learner log in doesn’t address the issue, contact the 24/7 IT Support Center to have a ticket created.
### A Note about Learning Plans

When you add learning to multiple Learners’ learning plans, you may see that you have multiple plans to choose from. The list includes the *Default Learning Plan* and any other plans that you have created to assign to Learners in the past.

Choosing a plan other than the default plan will add that plan to everyone you selected. So, unless there is a plan that you want everyone to have, choose *Default Learning Plan*.

In the image below, all the selected Learners have *My Learning Plan*. But only one of the Learners selected has the *Job Advancement* plan. Selecting *Job Advancement* will add that plan to the records of all the Learners selected (but will not add any Courses associated with the plan). Unless that is what you intend to do, it is recommended to err on the side of selecting *My Learning Plan*.

### Use Find Learning to Enroll Learners

If you are enrolling learners for a Class or registering them for a Curriculum or Certification, make sure that you do so from the main Find Learning screen. If you navigate to View Details, you will likely enroll yourself instead of the Learners you are attempting to enroll.

If you enroll your Learners from the screen pictured below, you will be fine. If you click **View Details** and then attempt to enroll Learners, you will encounter the issue.