



Change my enrolment approval manager

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You are able to change your enrolment approval manager. Your enrolment approval manager is the person who will approve your training enrolments when manager approval is required.

For	All users
Last Updated	May 2016 (Version 1.2)
Menu	Menu -My Tools
Department	DCCSDS, DATSIP, DPC, NPSR, EHP

The screenshot shows the iLearn user interface. At the top, there is a dark blue header with the Queensland Government logo and the iLearn logo. On the right side of the header, there is a user profile icon with the number 76 and the text 'Learner *Acc'. Below the header, there is a left-hand menu with a 'My Tools' section. In this section, the 'Select a New Manager' button is highlighted with a red box and a red number 2. The main content area displays the title 'Select a New Enrolment Approval Manager' and a message stating 'Learner your current enrolment approval manager is Content *Administrator'. Below this message, there is a search bar with the text 'Search by last name :' and a 'Search' button. On the right side of the main content area, there is a vertical menu with options: Home, My Tools (highlighted with a red box and a red number 1), iLearn Support, My Account, Notifications, My Calendar, and Logout.

1

From the menu button '≡' select 'My Tools'.

2

From the left hand menu select "Select a New Manager".

My Tools

Select a New Manager

Recently Viewed

Select a New Enrolment Approval Manager

Learner your current enrolment approval manager is Test Manager *Account

If this is incorrect, please search for a new manager below

Search by last name :

Administrator

3

Search

4



*Administrator, Content (content.administrator@communities.qld.gov.au)

Update

5

Manager Updated This will be reflected in your user record within 15 minutes

6

3

In the 'Search Field' enter your managers 'Surname'.

4

Click 'Search'.

5

Click the 'Radio Button' next to the name of your new manager and click 'Update'.

6

Your manager has been updated.

TIPS

It can take up to 15 minutes for the manager update to occur. Ensure your manager has been updated in iLearn before enrolling in a course.