## iLearn

Change my enrolment approval manager



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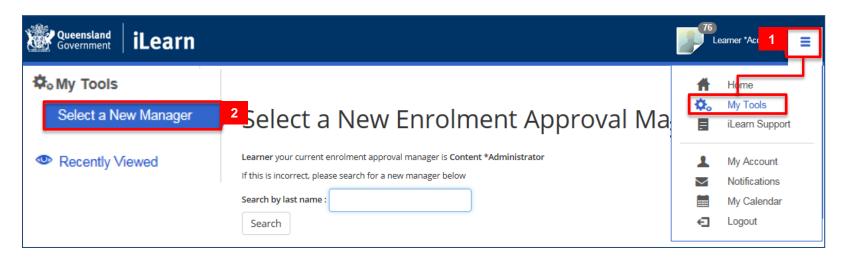
For All users

Last Updated May 2016 (Version 1.2)

Menu Menu -My Tools

Department DCCSDS, DATSIP, DPC, NPSR, EHP

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.

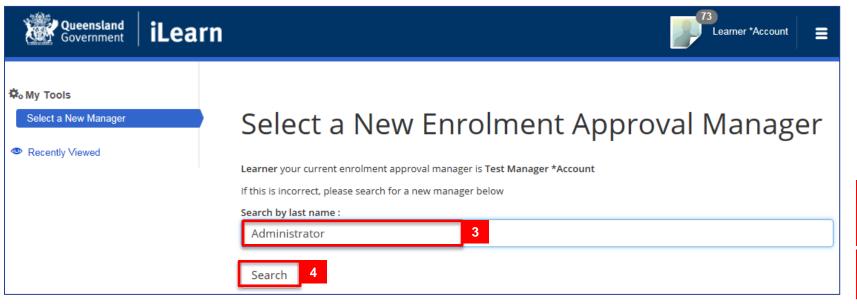


From the menu button '\(\eq\)' select 'My Tools'.

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



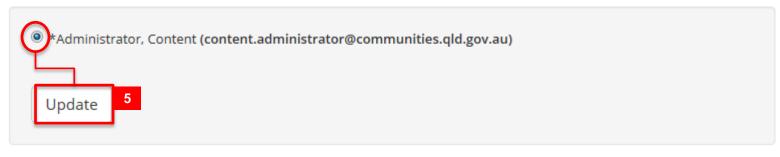




In the 'Search Field' enter your managers 'Surname'.

4

Click 'Search'.



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.

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

