USER MANUAL – EDITING/ADDING TRAINING LINES

TARGET AUDIENCE: ADMINISTRATORS

Updated June 16, 2023

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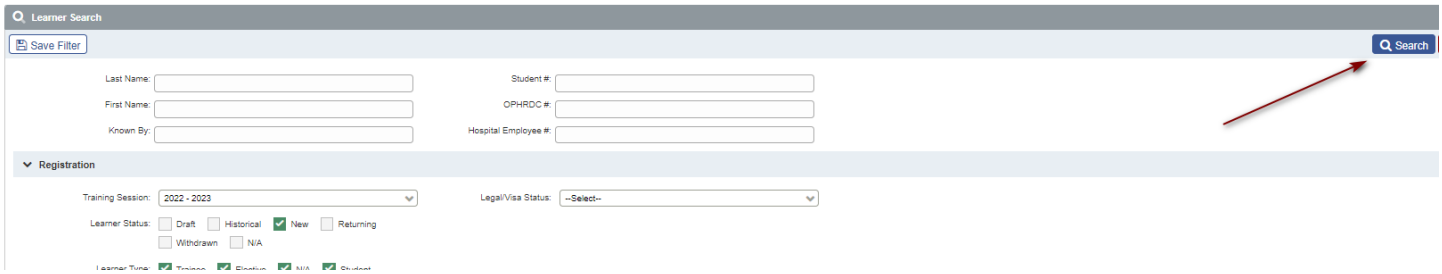
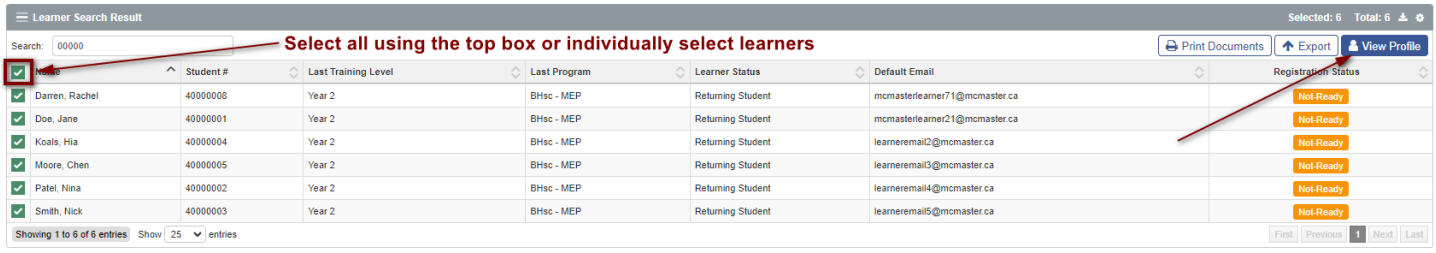
Editing Training Lines

Step 1: To edit training lines, click on the menu item called Learner Registration.

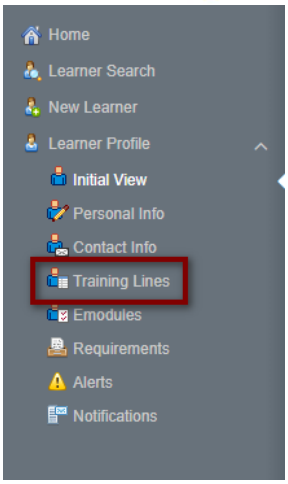
Step 2: Use the Learner Search to open learner profiles.



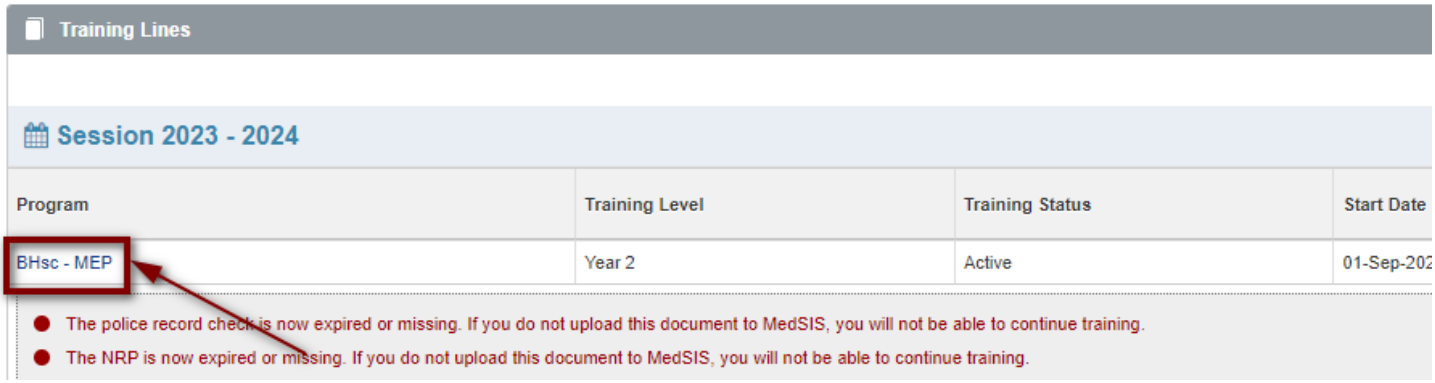
Step 3: Select the learner(s) you wish to view the training lines for and view profile.



Step 4: From the left-hand menu, select “Training Lines”.

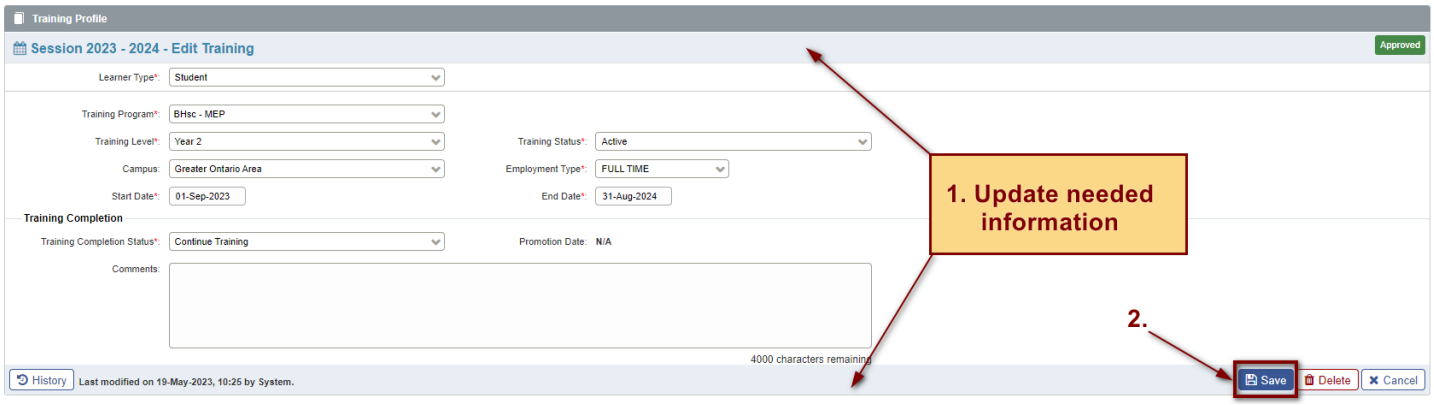


Step 5: Under the column "Program", select the blue text and an edit window will open for the training line.



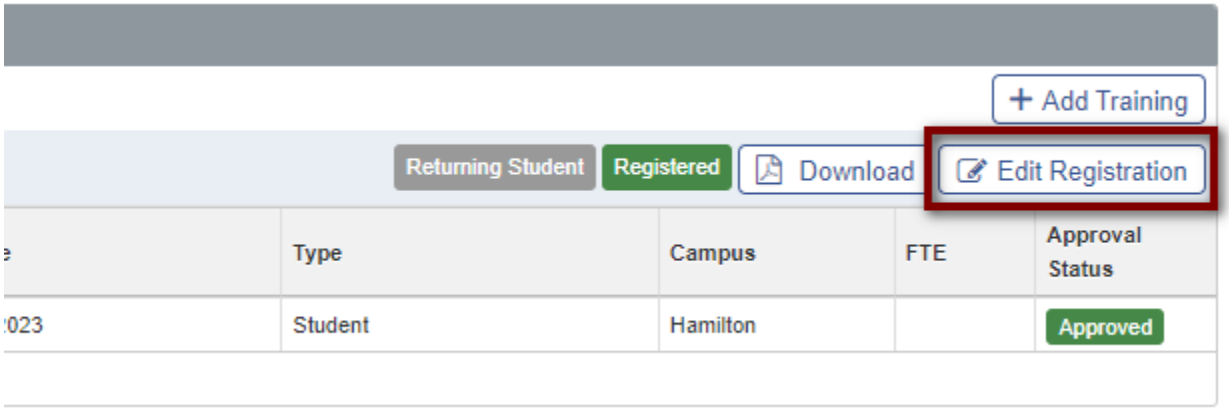
Step 6: Enter the needed information and save.

Tip: All FHS Programs should have their start date as "September 1st" and their end date as "August 31st" to reflect the full academic year. If your learner(s) are on leave, these dates may be in two different training lines.

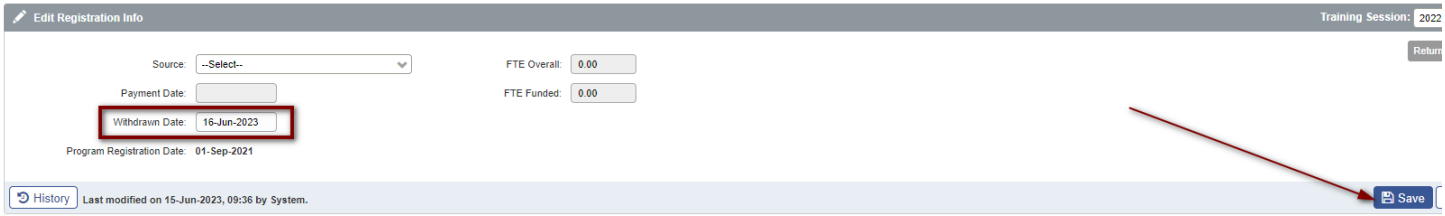


Updating Training Lines – Withdrawal

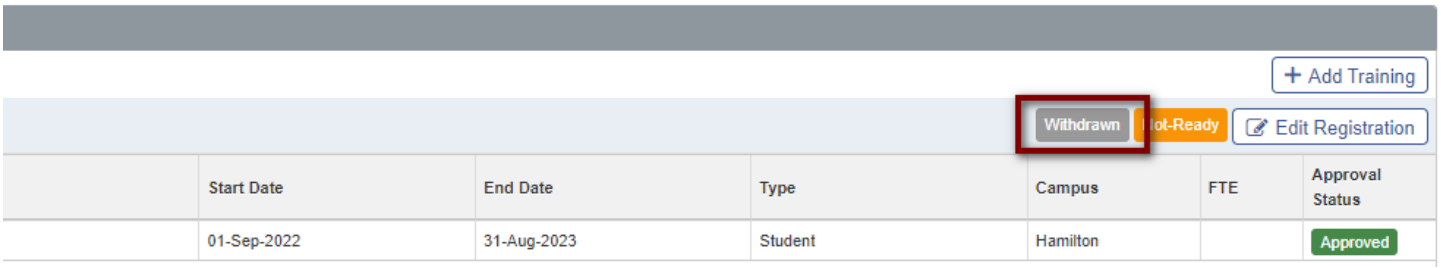
Step 1: In the" Training Lines" tab, select "Edit Registration".



Step 2: Enter Withdrawn Date and save.



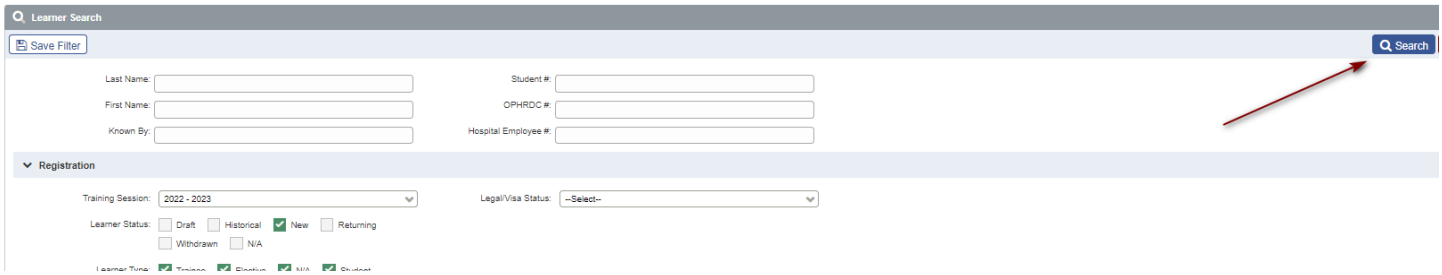
Step 3: Return to the "Training Lines" tab and ensure the a grey withdrawn status is showing for that learner's training line.



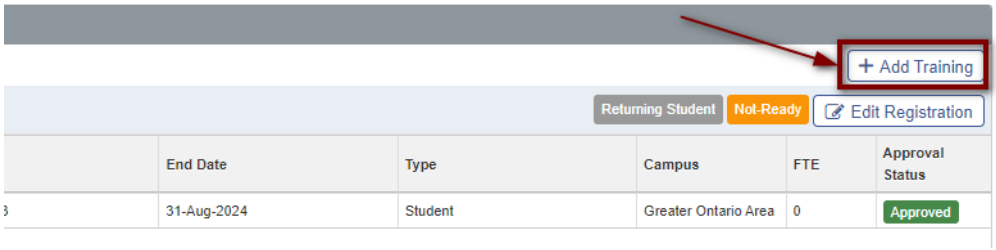
Adding Training Lines

Step 1: To edit training lines, click on the menu item called Learner Registration.

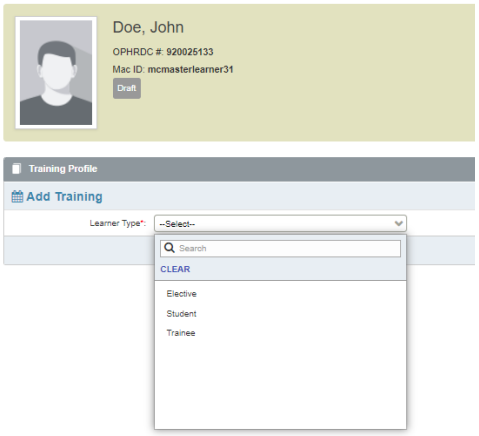
Step 2: Use the Learner Search to open learner profiles.



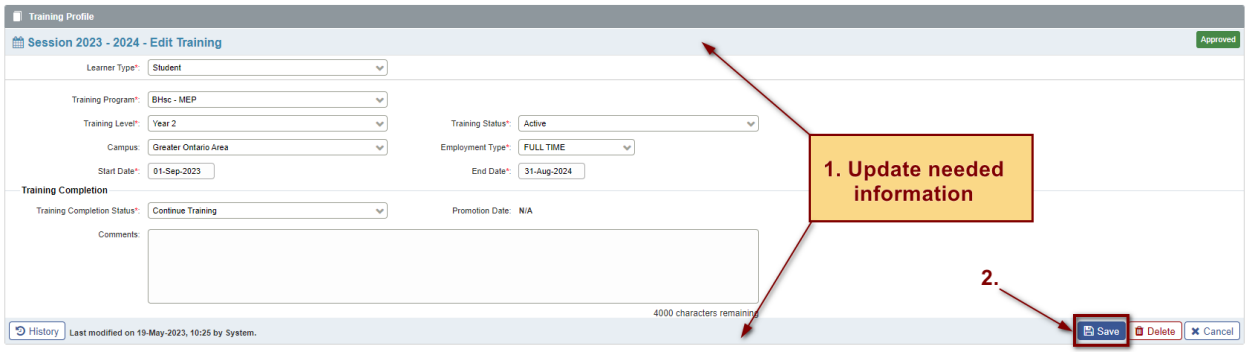
Step 3: Select "Add Training"



Step 4: Select Learner Type. Training lines will be different based on the learner type selected.



Step 5: Fill in Training Profile Information and save. The system will automatically fill in fields based off the last training line for the student. Please review and edit this information as needed to ensure the correct data is being saved.



QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca

User Guide: How to Submit a Ticket