



Assigning spaces for a training activity

▶▶ BACKGROUND INFORMATION:

The manager of an “Employer” account may purchase several spaces for a training activity to be assigned to firm employees. This tutorial explains how to assign the spaces once they have been purchased.

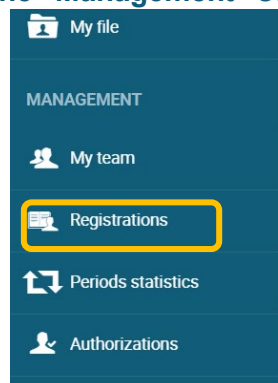
Before assigning any spaces, ensure that you have purchased the training. To do so, please follow the [procedure for bulk purchases](#).

▶▶ PROCESS

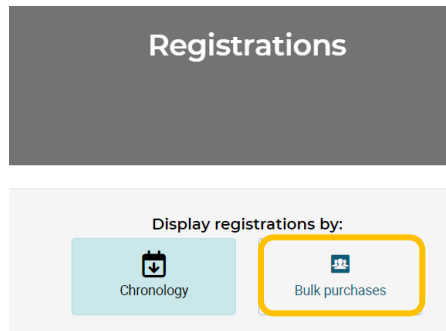


PROCEDURE

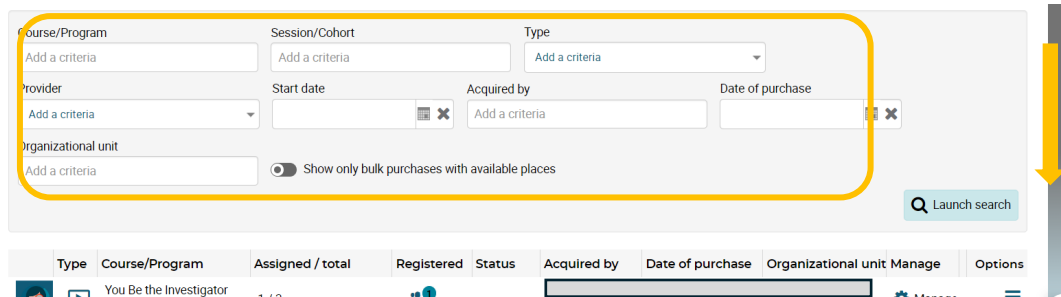
1. Log in to the ChAD Portal at portail.chad.ca and click on “ÉduChAD.”
2. In the left-hand menu, under the “Management” section, click on “Registrations.”



3. Select the “Bulk purchases” button.



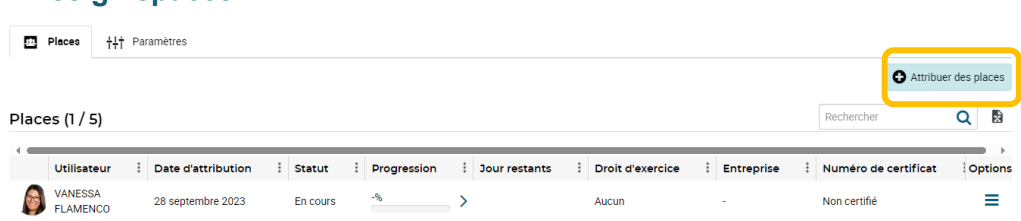
4. Scroll down to the training that you would like your employee to take or find the activity in the search engine at the top of the page.



5. In the “Manage” column, click on “Manage.”
- 6.

| Type | Course/Program | Assigned / total | Registered | Status | Acquired by | Date of purchase | Organizational unit | Manage | Options |
|------|--------------------------------------|------------------|------------|--------|-------------|------------------|---------------------|--------|---------|
| | You Be the Investigator (450003 FAN) | 1 / 1 | | - | | | | Manage | |

7. Click on “Assign spaces.”



8. You will see the number of spaces you purchased, those that have already been assigned and those that are still available.



Attribution des places

Total acquis : 5
Déjà utilisés : 1
Disponibles : 4

- Find the employee for whom you wish to assign a space. You can type the employee's name in the search bar.

Select the employee and click on "Assign."

*If you try to assign more spaces than the number you purchased, an error message will appear.

| Utilisateurs existants | Nom | Droit d'exercice | Entreprise | Numéro de certificat |
|--------------------------|---------|------------------|------------|----------------------|
| <input type="checkbox"/> | VANESSA | FLAMENCO | Aucun | Non certifié |

Do you want to transfer an already assigned space to another employee?

Go to the "Option" column and click on the three lines. You will see the option to remove the employee from the space (cancel their invitation) in order to assign it to another employee.

| Utilisateur | Date d'attribution | Statut | Progression | Jour restants | Droit d'exercice | Entreprise | Numéro de certificat | Options |
|---------------------|--------------------|----------|-------------|---------------|------------------|------------|----------------------|---|
| VANESSA FLAMENCO | 28 septembre 2023 | En cours | -% | > | Aucun | - | Non certifié | |
| Non attribué | | | | | | | | <input checked="" type="checkbox"/> Voir la progression |
| Non attribué | | | | | | | | <input type="checkbox"/> Révoquer l'invitation |