You can do this from the User or Item/Curriculum details.

1. **From the User: Find the user you wish to assign items to.**

   ![User search interface](image)

   - **Job Codes:** 
     - Starts With
   - **Supervisors:** 
     - Starts With
   - **Related Instructor:** 
     - Starts With
   - **Student Org:** 
     - Starts With
   - **Auxiliary Org:** 
     - Starts With
   - **PennKey:** 
     - Starts With
   - **Is Full-Time:** 
     - Full-Time
     - Not Full-Time
     - Both
   - **Position ID:** 
     - Starts With

   **Add/Remove Criteria**

   **Field Chooser**

   ![User search results](image)

   - User ID: 74231840
   - User Name: [Redacted]
1.1 Under Actions, Click Assign Learning

[Image of action options]

1.2 Select what you need to add. In this example, we select Add Item and click Next

Step 1: Select Management Action

- Add Curricula
- Add Items
- Add Job-related Curricula
- Remove Curricula
- Remove Items
- Remove Surveys

1.3 Now browse to find the Item you need to add

[Image of select items for adding]

Enter 'Item ID' and 'Item Type' or add one or more from list.

Type: ▼
1.4 Search for your item

If you don't have the options shown, click the Add/Remove Criteria arrow and select your desired search fields

### Search Items

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values, also add or remove search criteria to further refine your search.

- **Keyword:**
- **Search All Locales:**
- **Item ID:** Starts With ▼
- **Item Title:** Contains ▼

Add/Remove Criteria ▶️

1.5 Check the item and click add

### Select Items For Needs Management

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Assign. Type</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE.UP.83019.ITEM.330 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)</td>
<td>ULAR SOP 3.30 Macaque Exposure Specimen Processing, Handling, Shipping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE.UP.83019.ITEM.480 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)</td>
<td>ULAR SOP 4.80 Macaque Procurement, Receiving, and Quarantine Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE.UP.83019.ITEM.485 (Rev 1 - 9/26/2016 12:00 PM Eastern Time)</td>
<td>ULAR SOP 4.85 Macaque Health Monitoring Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE.UP.83019.ITEM.487 (Rev 1 - 11/30/2017 03:28 PM Eastern Time)</td>
<td>ULAR SOP 4.87 Macaque Alopecia Scoring Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COURSE.UP.83019.ITEM.OCCHEALTHNHP (Rev '1' - 10/1/2012 12:00 AM Eastern Time)</td>
<td>Occupational Health and Safety for Macaque Users - ULAR</td>
<td>OPT</td>
<td>✔️</td>
</tr>
</tbody>
</table>
1.6 Click Add to select your User and click Next

<table>
<thead>
<tr>
<th>Step 2: Select Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

* = Required Fields

Add Users

Enter User ID or add one or more from list.

<table>
<thead>
<tr>
<th>User ID:</th>
</tr>
</thead>
</table>
2. From the Item: Find the item you need to assign

1. Go to the Admin tab
2. Select Learning
3. Search for your item
4. Select it from the list
2.1 Under the Actions area, click Assign

2.2 Add a user with the add one or more from list link.

2.3 Proceed with finding a user
2.4 When you've found the person, check and click Add

3. Now that you have selected both your User and Item, click Next

**Step 3: Adding Items**

* = Required Fields

4. Confirm the assignment type and assignment date; click Next

Assign. Type can be changed to Optional or Required.

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Assign. Type</th>
<th>Assign Date (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE UP.83019.ITEM.OCCHEALTHNHP (Rev 10/1/2012 12:00 AM Eastern Time)</td>
<td>Occupational Health and Safety for Macaque Users - ULAR</td>
<td>Optional (OPT)</td>
<td>3/27/2018</td>
</tr>
</tbody>
</table>
5. You will now confirm your user and item. Run Job Now.

The Required date is the due date and can be altered here.

### Step 5: Complete User Needs Management

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>74231840</td>
<td>Riley, Stephanie D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Assign. Type</th>
<th>Assign Date</th>
<th>Required Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE UP.33019.ITEM.OCCHEALT0HNP (Rev 10/1/2012 12:00 AM Eastern Time)</td>
<td>Occupational Health and Safety for Macaque Users - ULAR</td>
<td>OPT</td>
<td>3/27/2018</td>
<td>4/26/2018</td>
</tr>
</tbody>
</table>

6. Finished!

### Status:

- Successfully added the items to the specified Users.