When you have an Instructor-led training course assigned, sometimes it hasn’t been scheduled yet. Use Knowledge Link to request the course and the course owner will be notified that someone has requested it.

1. Find the Instructor-led course on your Learning Plan:

Instructor-led training is in-person training at a scheduled time.

2. Click the triangle menu next to the course. To request it, select Request Schedule

Not all courses allow requests. If you do not see this option, you may want to email the course contact directly. Click the course title to see the course contact email address.

If you are a supervisor, you have the option of assigning it to your supervisees.
3. If there is a currently scheduled course, you still have the opportunity to request another:

Keep in mind, the training provider may not be able to fulfill your request, so register for the already-scheduled section if you can.

4. If the course is required, select a Need By Date, input any Comments, and click Request.

Comments are helpful to the scheduler!

5. You now have submitted your request.

To submit a new date or comment, you have to remove this request and start over.