

How to add and remove training profiles for one user

IT System **Group Account**
 Date 30/06/2021
 Owner **SGRE HR**
ORG&DEV WU

Phase	Explanation	Navigation
Find the user	<ol style="list-style-type: none"> From the main SG Training Web page go to My Group Account. Perform a department search by entering search criteria as e.g. name or GID. NB! Please remember to put in % before the org. code and cost center to ensure seeing every employee, e.g. %ON EXT Click the search button. 	<p>> My Group Account</p>
Login as the user	<ol style="list-style-type: none"> Find the user you need to add/remove training profiles for and click the Login as button 	
Add training profiles	<p>If you need to add training profiles:</p> <ol style="list-style-type: none"> Select the My Training Profiles in the right menu bar Find the Add profiles category and select from the drop-down menu the profiles you want to add. Select which date the profile should be active from by using the date field Finish by clicking Add profile 	<p>> My Training Profiles</p> <p>Add profiles</p>
Remove training profiles	<p>If you need to remove training profiles:</p> <ol style="list-style-type: none"> Select the My Training Profiles in the right menu bar Find the Remove profiles category and select from the drop-down menu the profiles you want to remove Finish by clicking Remove Profiles 	<p>> My Training Profiles</p> <p>Remove profiles</p>