

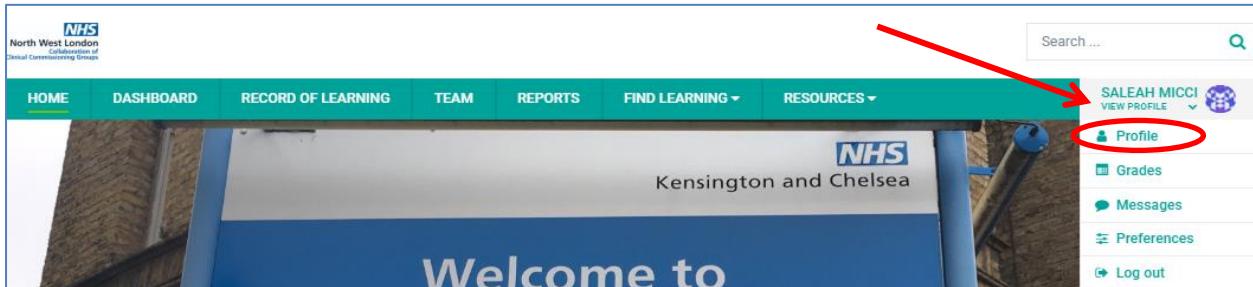
## How to Allow other Organisation Managers access to your Record of Learning

(This can be set by any user)

Users that **work at more than one organisation** within the NWL framework are able to set job assignments which allow others access to their record of learning ie practice managers or persons responsible for staff learning. The user will be added to the **Team view tab** of those managers. (**Please note:** You can have more than one job assignment)

### To Setup

1. From **Home page**, Select your **View Profile**, then **Profile**



2. Scroll down. At Job assignments, **Click Add job assignment** (or if exist select 'unnamed job assignment')

Enter details: **Full name** (ie job position – GP, Receptionist, Admin) **shortname** (abbreviation); **unique ID number**

A screenshot of the 'View profile' page for 'sl admin'. The page has sections for 'User details' (Timezone: Europe/London) and 'Badges' (Global Badge). The 'Job assignments' section contains a message: 'This user has no job assignments' with a red arrow pointing to the 'Add job assignment' link, which is circled in red.

A screenshot of the 'Job assignment' form. It has fields for 'Full name', 'Short name', and 'ID Number'. The 'Full name' field is circled in red.

3. Scroll down, **Click Choose Position ie GP, Receptionist etc from the hierarchy; Click Choose Organisation; Choose Manager at other organisation**

A screenshot of the 'Add job assignment' form. It includes sections for 'Position' (CHOOSE POSITION), 'Organisation' (CHOOSE ORGANISATION), 'Appraiser' (CHOOSE APPRAISER), 'Manager' (CHOOSE MANAGER), and 'Temporary manager' (Temporary manager expiry date, HR Import). The 'CHOOSE POSITION', 'CHOOSE ORGANISATION', and 'CHOOSE MANAGER' buttons are circled in red.

4. Scroll down and select **ADD JOB ASSIGNMENT**

## To remove a Job assignment that is no longer required

1. Click on your View Profile, **Click Profile**
2. Go to **Job assignments** and **Click** on the **X** beside job assignment to be removed

