

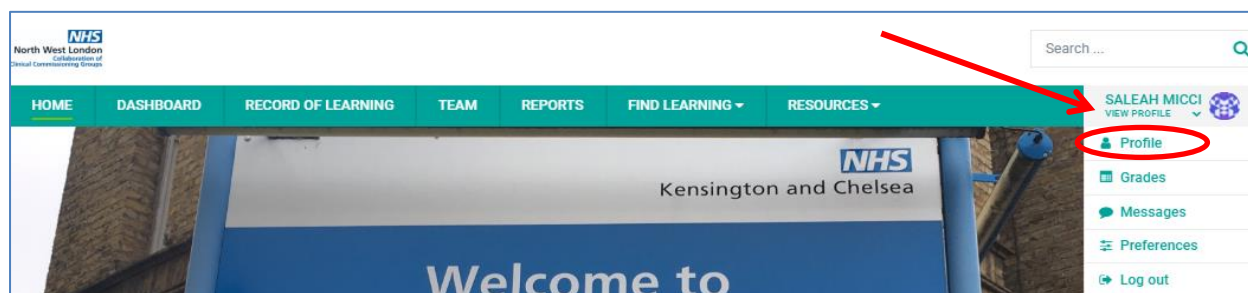
## How to Allow other Organisation Managers access to your Record of Learning

(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)**

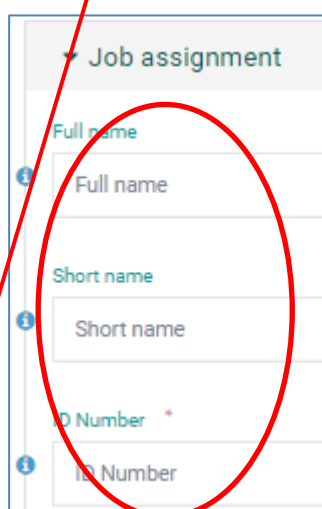
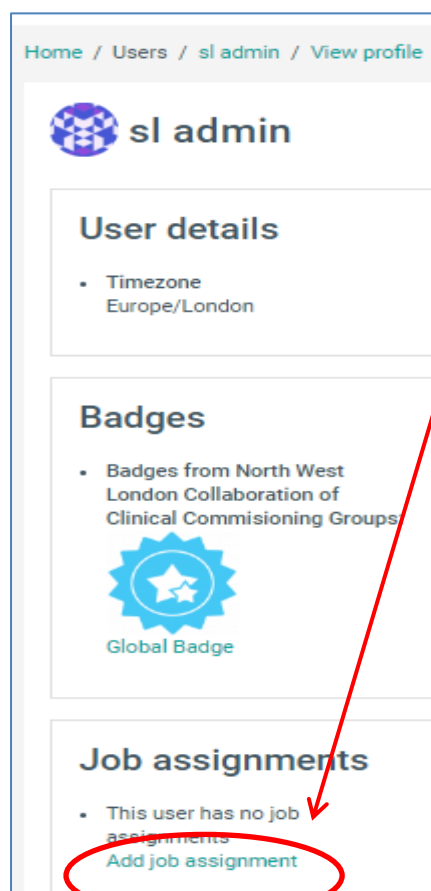
### To Setup

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

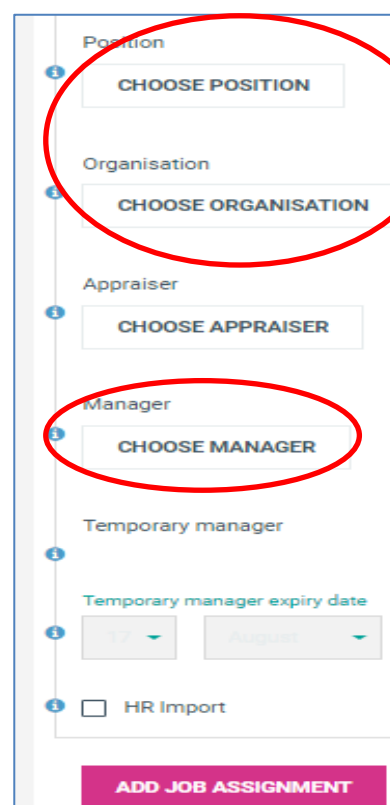


2. Scroll down. At Job assignments, Click **Add job assignment** (or if exist select 'unnamed job assignment')

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



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



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

