

## Managers: How to enter new starter mandatory learning on iTrent:

Search for the employee

Go to Learning Events/Personal Learning Events:

LINKS

> Employment   > Employee Details   > Absence   > Pay   ▾ Learning Events

> Checks (DBS, Medical) and Certificates (First Aid)

☰ ☰

Personal Learning Events   New Personal Learning Event

Personal learning event details New ▾ MENU 🔄 🖨️ 📎

Event

Event title

Internal

Start date  📅

End date  📅

Duration  ▾

Learning hours

Learning activity name  🔍 ✕

Learning activity type  ▾

Learning event code

Renewal date  📅

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Cost

Cost

Currency  ▾

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Score

Completed

Score

Failed

**SAVE**

Select the correct course using the magnifying glass. Enter the course name at the top and the start and end date of the course (this will be the same date).

Select Induction as the activity type and tick completed. SAVE