Manage "My Team" in the GAF Learning Portal

Purpose: To outline the process to assign training to your "team" within the GAF Learning Portal.

IMPORTANT
- Each person you wish to assign training must first create a GAF Learning Portal profile and be correctly attached to your company.
- You will be listed as the "Manager" - even if you are not the user's direct manager at your workplace, this is the terminology used within the system.

Contents:

PLEASE NOTE:

Users cannot see "Assigned Training" within the GAF Learning Portal separately from other training they are enrolled in. This is a system limitation, unfortunately.

On the homepage, users will see training they are enrolled in (whether assigned or self-enrolled) under **To Do**.
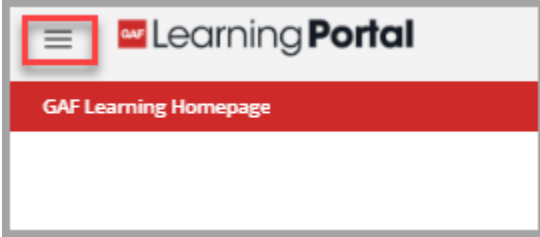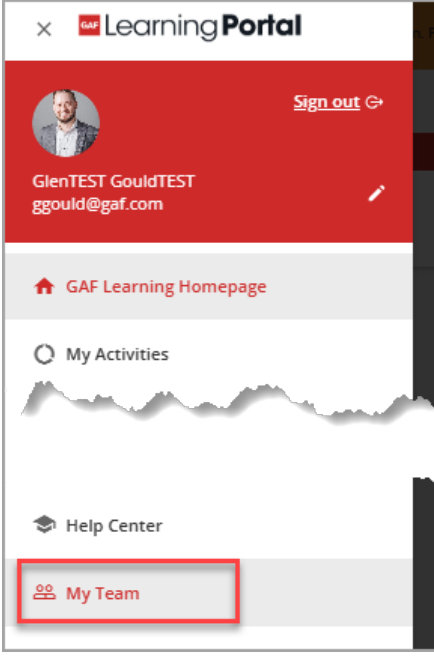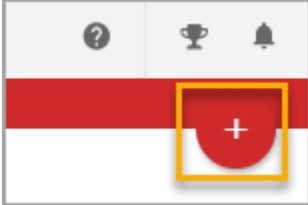
If you have set a deadline for the assigned course, users will see those courses specifically under the Deadlines column (highlighted):
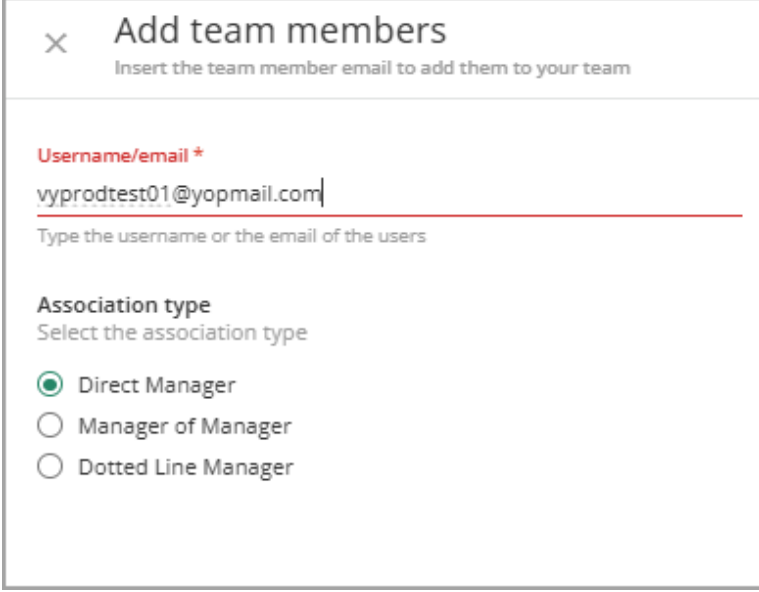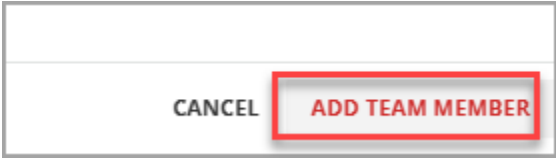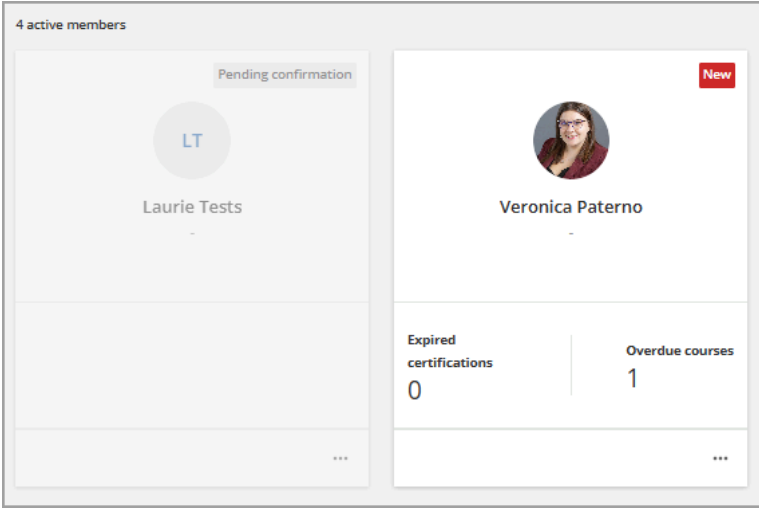
Follow the below steps to invite users to your "Team"

1. Sign in to the [Learning Portal](#).	
2. Once you are in the Learning Portal, click the hamburger menu in the top left-hand corner.	
3. Click **My Team**.	
4. Click the plus sign in the upper-right corner of the screen.	

5. Search for the email address of the user you want to add. 6. Update the **Association type** if necessary.	**Add team members** Insert the team member email to add them to your team Username/email * vyprodtest01@yopmail.com Type the username or the email of the users Association type Select the association type ⦿ Direct Manager ◯ Manager of Manager ◯ Dotted Line Manager
7. Click **Add team member** on the bottom-right corner of the screen.	CANCEL **ADD TEAM MEMBER**
8. The user will receive a notification the next time they log into the system. Until then, you will see a tag "pending confirmation". 9. Once they accept the invitation, you will be able to assign training.	4 active members Pending confirmation New LT Laurie Tests Veronica Paterno - - Expired certifications Overdue courses 0 1 ... ...

Follow the below steps to manage users on your "Team"

10. Sign in to the [Learning Portal]().	
11. Once you are in the Learning Portal, click the hamburger menu in the top left-hand corner.	
12. Click **My Team**.	
13. Click the three dots on the user's profile box.	
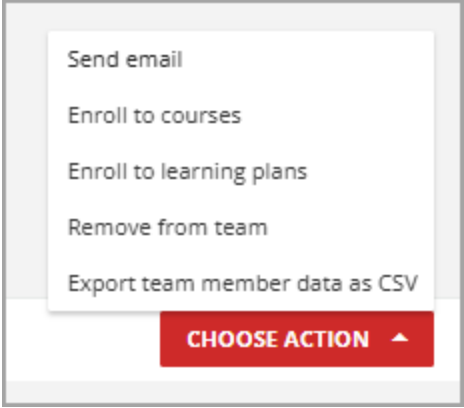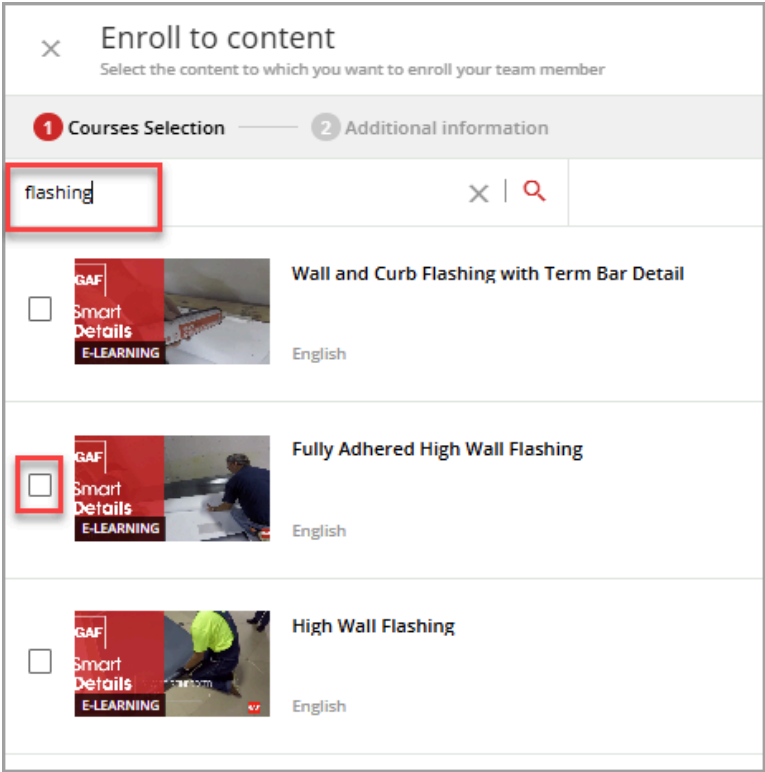
14. You can:
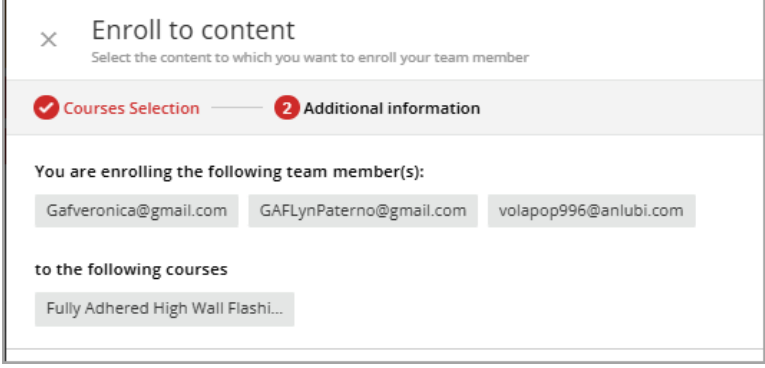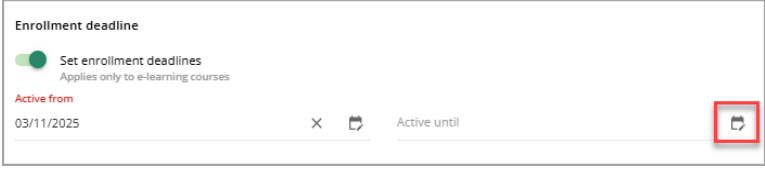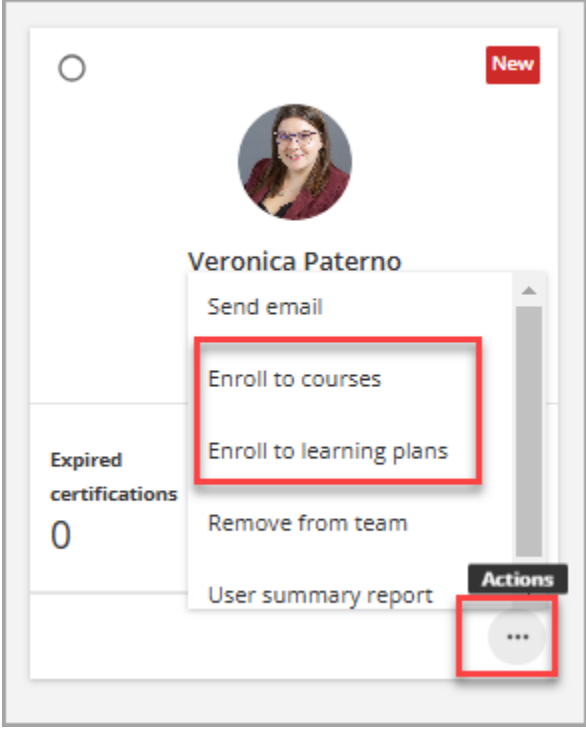 	
    a. Send an email directly from the GAF Learning Portal
 	
    b. Enroll into courses or learning plans
 	
    c. Remove from your team
 	
    d. View a User summary report
	New
	
	Veronica Paterno
	
	Send email
	
	Enroll to courses
	
	Enroll to learning plans
	
	Remove from team
	
	Actions
	
	User summary report
	
	Expired certifications
	
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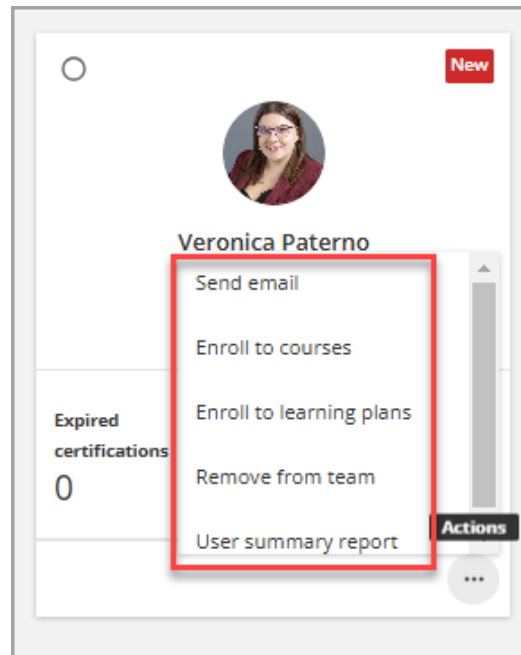
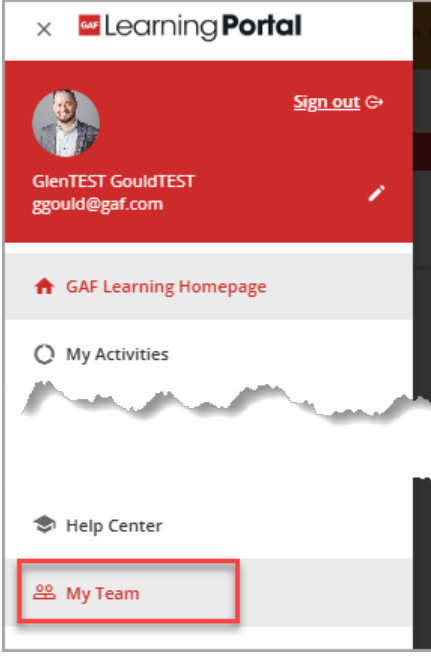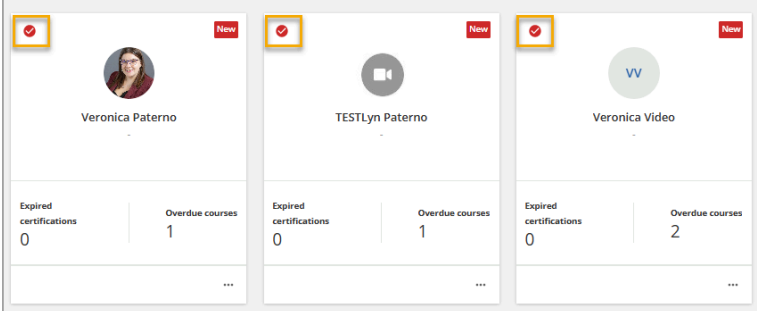**Follow the below steps to assign training to your team**
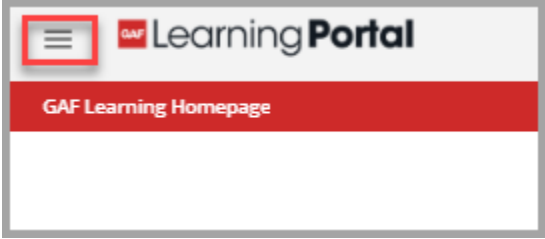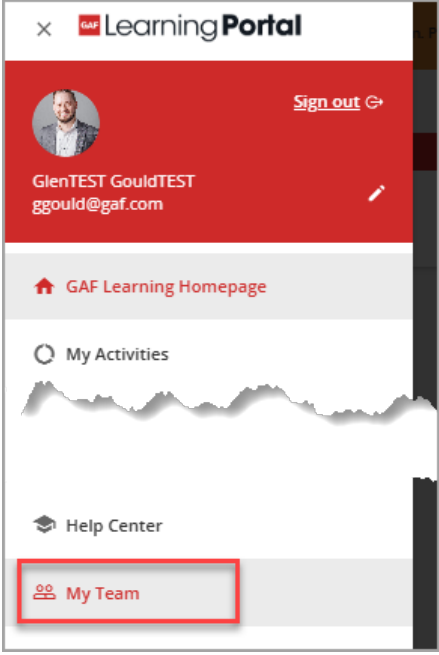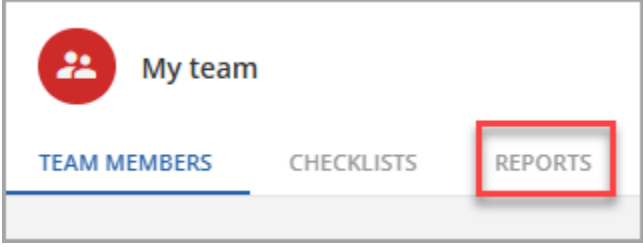
1. Sign in to the [Learning Portal](#).	
2. Once you are in the Learning Portal, click the hamburger menu in the top left-hand corner.	
3. Click **My Team**.	
4. Select the team members that you would like to assign training to.	
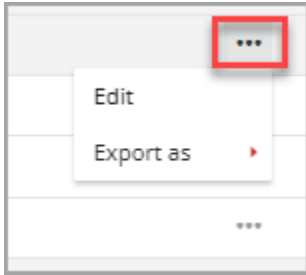
5. Click **Choose action** in the bottom-right corner of the screen. 6. Click **Enroll into courses** or **Enroll into learning plans**.	Send email Enroll to courses Enroll to learning plans Remove from team Export team member data as CSV **CHOOSE ACTION** ▲
7. Search for the title of the course you want to assign. 8. Choose one or multiple courses from the list.	**Enroll to content** × Select the content to which you want to enroll your team member **1** Courses Selection ——— **2** Additional information flashing × | 🔍 ☐ **Wall and Curb Flashing with Term Bar Detail** English ☐ **Fully Adhered High Wall Flashing** English ☐ **High Wall Flashing** English
9. Click **Next** in the bottom-right corner of the screen.	CANCEL **NEXT**
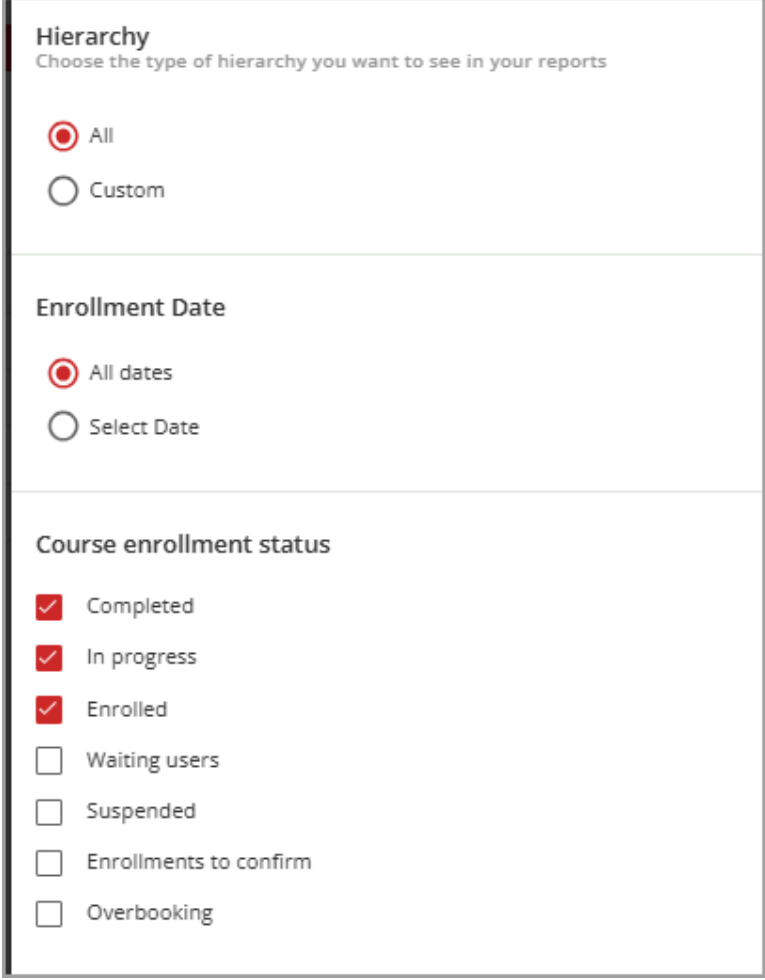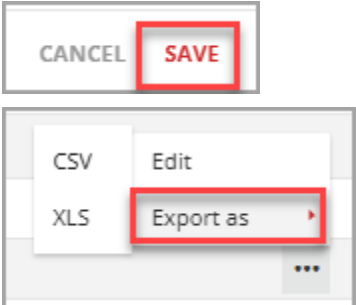
10. Confirm the users and course you are enrolling.	**Enroll to content** Select the content to which you want to enroll your team member ✓ Courses Selection ——— ② Additional information You are enrolling the following team member(s): Gafveronica@gmail.com GAFLynPaterno@gmail.com volapop996@anlubi.com to the following courses Fully Adhered High Wall Flashi...
11. If you want to set an enrollment deadline, toggle the button to set the deadline. 12. Choose a date for **Active until** to set the deadline.	Enrollment deadline ⬤ Set enrollment deadlines Applies only to e-learning courses Active from 03/11/2025 ✕ 📅 Active until 📅
13. Click **Confirm** to assign the training.	CANCEL **CONFIRM**
14. You can also assign training to an individual person by clicking the three dots in their profile box and choosing to enroll in a course or in a learning plan.	○ New Veronica Paterno Send email Enroll to courses Enroll to learning plans Remove from team Expired certifications 0 User summary report Actions ⋯

Follow the below steps to view reports for your team

1. Sign in to the Learning Portal.	![GAF Learning Portal sign-in screen with ENGLISH dropdown, Home tab, SIGN IN and REGISTER links]
2. Once you are in the Learning Portal, click the hamburger menu in the top left-hand corner.	![GAF Learning Portal header with hamburger menu highlighted and GAF Learning Homepage]
3. Click **My Team**.	![Expanded menu showing GlenTEST GouldTEST, ggould@gaf.com, GAF Learning Homepage, My Activities, Help Center, and My Team highlighted]
4. Click **Reports** from the menu.	![My team panel with TEAM MEMBERS, CHECKLISTS, and REPORTS tabs with REPORTS highlighted]

5. You will have access to four built in reports:
    a. Users – Courses
    b. Users – Learning Plans
    c. Users – Certifications
    d. Users – Sessions
 	
IMPORTANT: The GAF Learning Portal does not currently utilize *Certification* functionality.
	DESCRIPTION
	This report shows the progress details of the selected users, for each course.
	This report shows the progress details of the selected users, for each learning plan.
	This report shows the details of the selected users, for each certification obtained.
	This report shows the progress details of the selected users, for each ILT session.

6. Click the three dots to the right of the report to **Export** or **Edit.**	••• Edit Export as ▶ •••

7. You can make edits to a few fields such as:
 	
   a. **Hierarchy** - choose *Custom* to select certain users.
 	
   b. **Enrollment Date** - choose *Select Date* to enter date(s).
 	
   c. **Enrollment status** - you can choose which statuses you want to show in the report.
	Hierarchy
	Choose the type of hierarchy you want to see in your reports
	
	⦿ All
	◯ Custom
	
	Enrollment Date
	
	⦿ All dates
	◯ Select Date
	
	Course enrollment status
	
	☑ Completed
	☑ In progress
	☑ Enrolled
	☐ Waiting users
	☐ Suspended
	☐ Enrollments to confirm
	☐ Overbooking

8. Click **Save**. 9. Click the three dots to **Export as** and choose either CSV or XLS.	CANCEL **SAVE** CSV Edit XLS Export as ▸ •••

10. Your report will download, based on your browsers automatic settings, your file will save into the appropriate folder for you to open.	