Defensive Driving – Manager User Guide

1. From the Home Page enter the curriculum’s title “Defensive Driving - Transportation Service Bureau” in the search field. Click the magnifying glass icon to start the search.

2. On the Search page click on the curriculum’s title.
3. Within the curriculum click on the **Assign** button at the bottom of the screen.

4. On the Assign Training page click on the check box next to the name(s) of the direct report(s) who is being assigned the curriculum. Click **Submit**.
5. Upon clicking Submit your director reports will be send email notifying them they are now enrolled in Defensive Driving curriculum.