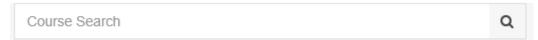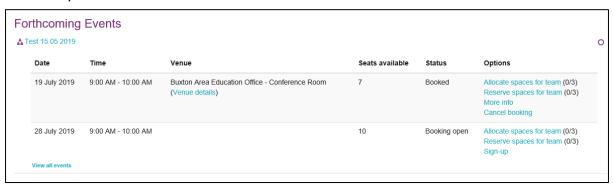# How to enrol direct reports

As a manager you may need to enrol your direct reports onto a course, this could be because your direct reports do not have easy access to a computer. Please make sure you discuss with your direct reports regarding any courses you enrol them on.
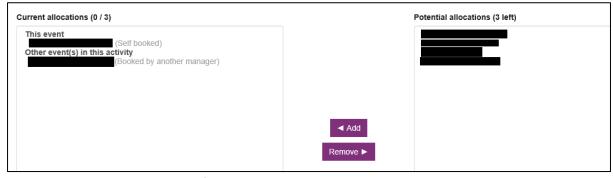
- Log onto Derbyshire Learning on line
- Search for the course in the course search box

- Once you have identified the course and event you want to book one of your direct reports on
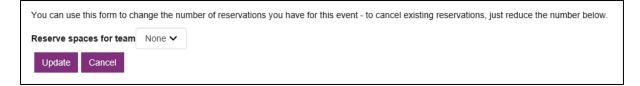

- Select

- You are then able to select from your direct reports, who you would like to book onto the event.
- Select the individual on the right and the select Add.
- You can also remove your direct reports by selecting them on the left box and selecting Remove.
- This will then enrol the person onto the event.
- They will receive a booking confirmation email.
  - *Managers are set with a number of spaces they can allocate per course. If you do not see the option to allocate spaces on course sign up, you may have used all of your space allocations.*
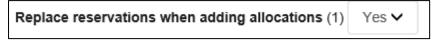
Manager reservations

- Managers can also reserve spaces on a course. You may want to do this when you are expecting a new starter but they have not started yet and do not have an account on DLO.

- Select

- From the drop down list select the number of places you would like to reserve.
- Once the new person has an account on DLO you need to go into Allocate space for team and add them to the course. You will also need to select -

Once you have selected Yes, this will delete your reserved allocation.