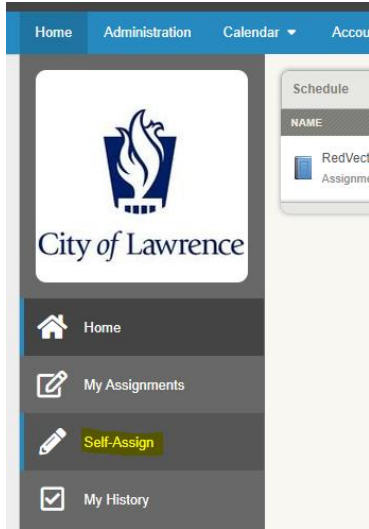
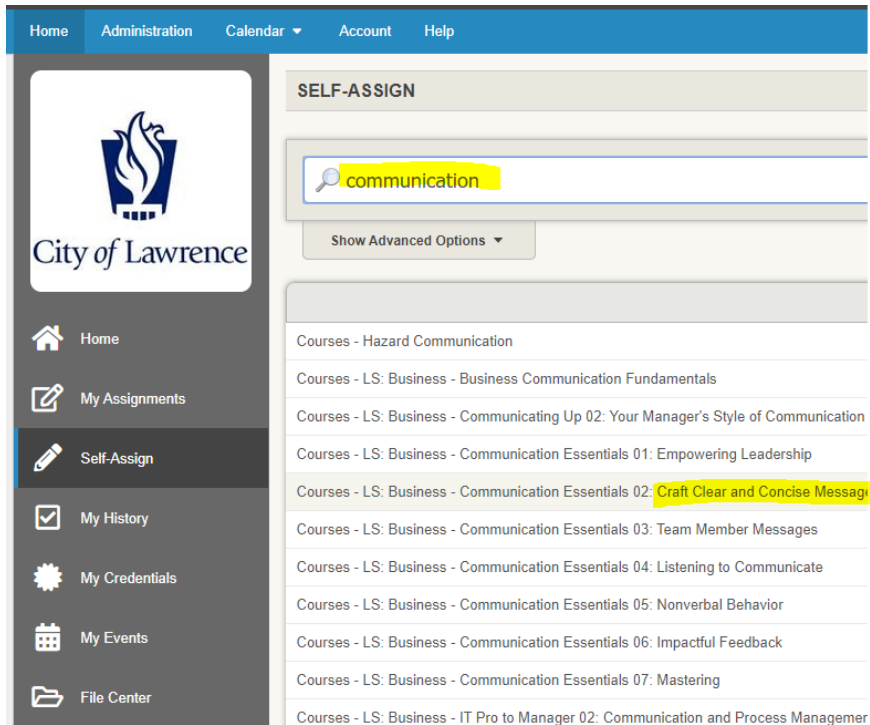


EMPLOYEE SELF ASSIGN IN TARGET SOLUTIONS

Login in and click on Self-Assign.



A list of courses will appear on the right hand side of your screen. You can then narrow down the selection by typing in a key word.



Once you click on a course, it will pull up the description. When you are ready, hit the Launch Course button for your session to start.

The screenshot shows a web interface for the City of Lawrence. At the top, there is a navigation bar with links for Home, Administration, Calendar, Account, and Help. On the left side, there is a sidebar with the City of Lawrence logo and navigation options: Home, My Assignments, Self-Assign, and My History. The main content area displays the course title: "LS: BUSINESS - COMMUNICATION ESSENTIALS 02: CRAFT CLEAR AND CONCISE MESSAGES". Below the title, there is an "Overview" section with the text: "Construct and express clear and concise messages in both written and spoken communication". A disclaimer follows, stating that the material is a custom course and does not guarantee accuracy or credit. At the bottom of the course description, there are two buttons: "Launch Course" (highlighted in green) and "Cancel".

If you don't have time to complete the course, you will see it listed on your Home page in the Schedule section.

The screenshot shows the Home page of the City of Lawrence web interface. The navigation bar at the top includes Home, Administration, Calendar, Account, and Help. The sidebar on the left features the City of Lawrence logo and navigation options: Home, My Assignments, and a partially visible "My History" option. The main content area displays a "Schedule" section with a table of assignments. The table has two columns: "NAME" and "DUE DATE". The first row is highlighted in yellow and contains the text: "LS: Business - Communication Essentials 02: Craft Clear... Assignment". The second row contains the text: "RedVector - Hazard Communication Assignment".