Map Curriculum and/or User Group

Common Buttons & Icons

Edit Selected	**Edit Selected** button
Save	**Word** button
Search	**Search** button

Map Curriculum and/or User Group

From the PromisePoint Administration (PASS) screen:

1. Under Curriculum Management, click **Job title to curriculum mappings**. The Job Title to Curriculum Mappings screen displays.
2. Select the appropriate filter: Show All, Unassigned, or Assigned. The department information displays at the top of the Job Title list.

   Note: Take note of the Job Title, Department, and Location as you will need this information later in the process.

3. Select the check box of the appropriate Job Title.
4. Click **Edit Selected**. The Edit Job Title Mappings window displays.
5. Click the **Select Curriculum** drop-down arrow; then select the check box of the curriculum you want to assign. Your selection highlights.

   Note: You can select multiple curricula at one time.

6. Click anywhere outside the menu to close it.
7. Click the **Select User Group** drop-down arrow; then select the check box of the appropriate user group.

   Note: Some job titles do not require any user groups.

8. Click anywhere outside the menu to close it.

   Note: The system defaults to apply any changes immediately. It is recommended to maintain this option and apply the changes right away. However, if you are applying a large number of mappings, it may be better to apply those updates with your next bulk file.

9. Click **Save**. The Job Title Curriculum Mappings screen displays.
10. To confirm the curriculum is assigned, enter the Job Title, Curriculum, or Department in the Search by pane; then click **Search**. Your Job Title displays with the added curriculum.