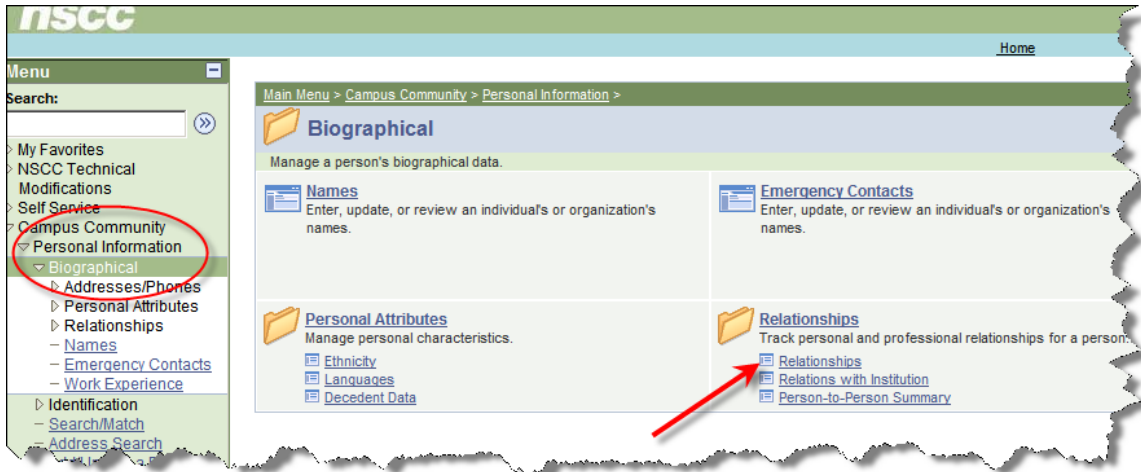
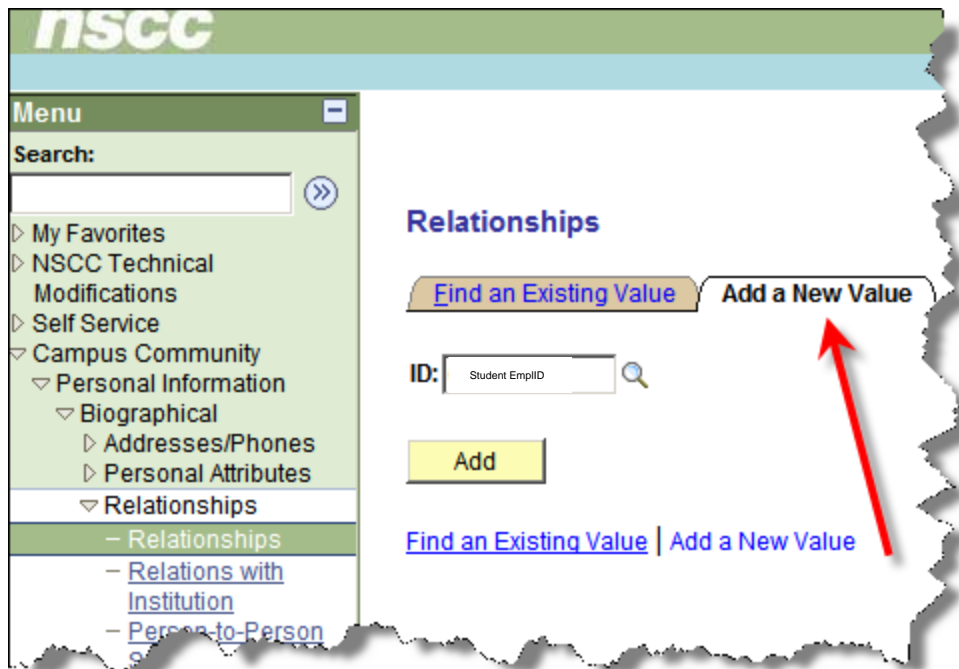


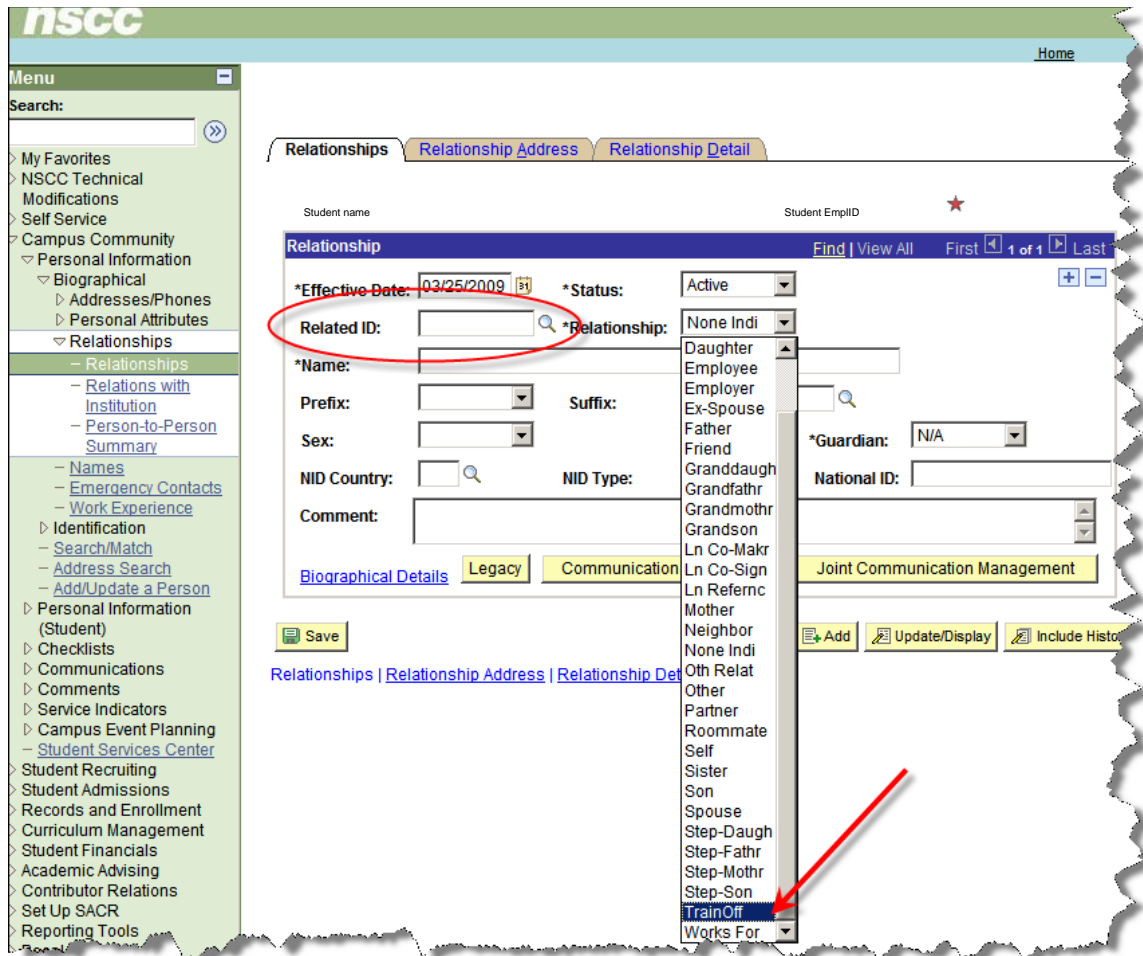
How to Add an Apprenticeship Training Officer to an Apprentice.



Choose Campus Community, Personal Information then Biographical. Click on “Relationships”.



Choose the Add a New Value tab. Enter in the Apprenticeship EmplID number. Click “ADD”.



Enter the EmplID number of the Apprenticeship Training Officer of the Apprenticeship student. You can also click on the Magnifying glass and find name this way. From the drop down menu choose "TrainOff". Click "SAVE"

Apprenticeship Training Officer PeopleSoft EmplID Numbers	
Apprenticeship Training Officer	PeopleSoft EmplID Number
Don Adams	0132563
Blair Christian	0065040
Dave Mazerall	0132565
Karen Rees-Ducey	0065058
Almon Chisholm	0204685
Peter Blendheim	0165334
Brenda Daniels	0065043
Kevin Murphy	0132573
Frank Boone	0020199
Oliver Burr	0065035
Lawrence Sutton	0065062
Natalie Landry	0006977
Donald Dubay	0212304

