1. **YOU MUST BE USING IE OR CHROME – FIREFOX DOES NOT WORK FOR THIS PURPOSE**
2. Log into the UC Learning Center using the following login URL:
   https://www.learningcenter.ucsb.edu/employee-only-log
3. Once logged in, Click the red Profile link

4. **Click the BROWSE button next to the Manager field**

   ![Image of the UC Learning Center interface with the Manager field highlighted]

   - **Manager:** MATTHEW JET HALL
   - **Instructor schedule approver:**

5. **Enter the name of the person you’d like to select in the Search field**

   ![Image of the Select Manager page]

   To find a user account, enter a first or last name in the Search box and click GO.

   Depending upon the user identifier column configured, you may be able to also search by user number or e-mail address.

   For more information about searching, click the Help link located near the Search box.

6. **Click the arrow button next to the search field to execute the search**

7. **Click the radio button next to the individuals name**
8. Click the Ok button