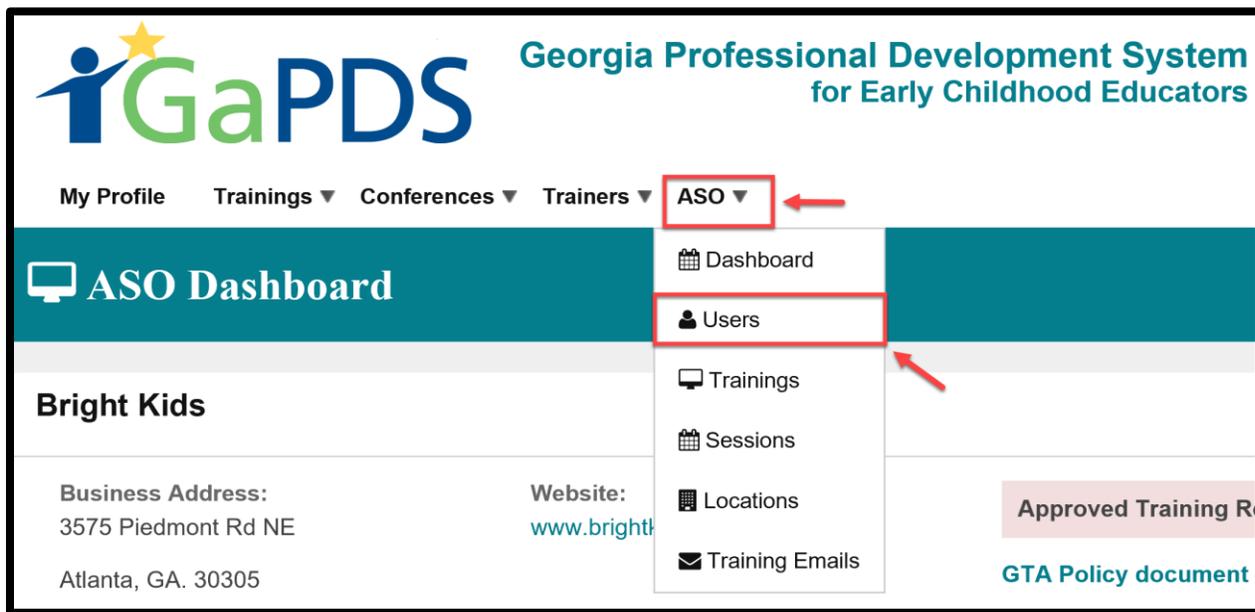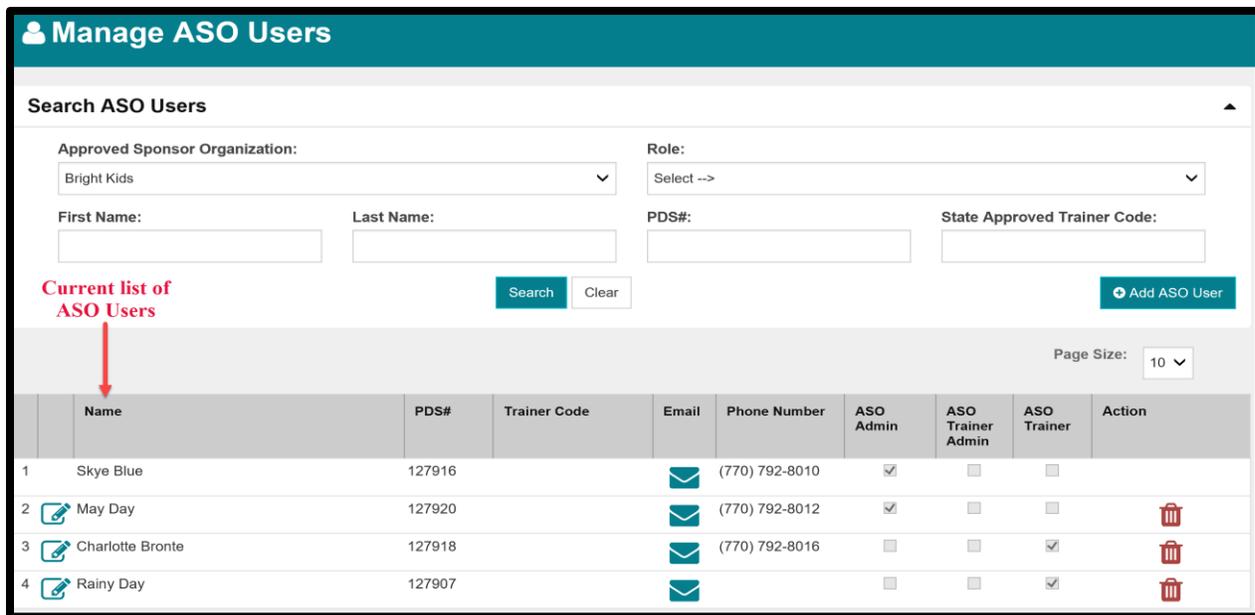# How to Assign an ASO Admin to an ASO Training

Step 1: Add the ASO Trainer Role to the ASO Admin's Profile

1. Log in to GaPDS as an ASO Admin, click on the "**ASO**" tab, and select "**Users**".

2. The 'Manage ASO Users' page displays.

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3. Click "**Edit ASO**" next to the ASO Admin whose role needs to be updated.

> **Note**: An ASO Admin cannot update their own profile. If you are the only ASO Admin for your organization, contact Georgia Training Approval at trainingapproval@decal.ga.gov or 404-267-2760 to have the ASO Trainer role added.

4. Once "**Edit ASO**" has been clicked next to the user, the checkboxes for each role are now editable. The Update and Cancel buttons also display.

5. Check the "**ASO Trainer**" check box next to the desired ASO Admin and click "**Update**".

6. Click "**OK**" on the popup.

7. The ASO Trainer role is successfully added to the Admin's profile.

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Step 2: Assign the ASO Admin with the ASO Trainer Role to a Training

1. Log in to GaPDS as an ASO Admin or ASO Trainer Admin, click on the "**ASO**" tab, and select "**Trainings**".

2. The 'ASO Trainings' page displays.

3. Click on the "**View**" (folder) icon next to an Approved or Accepted training.

4. The 'Update Training' page displays.

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5. Scroll down to the ASO Trainers section and click on "**Assign Trainers**".

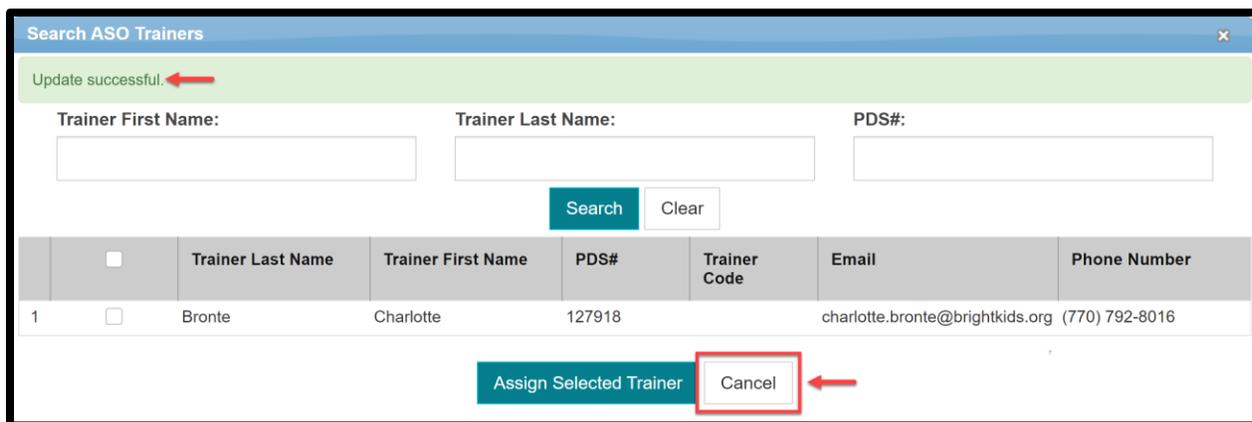
6. The 'Search ASO Trainers' pop up displays with a list of the organization's trainers who have not been assigned to the ASO Training.

7. To add the user with the ASO Admin and ASO Trainer roles, either:

    a. Search by Trainer First Name, Trainer Last Name, or PDS#.

       - or -

    b. Click on the check box next to the trainer or trainers.

8. Once a trainer is located and/or selected, click "**Assign Selected Trainer**".

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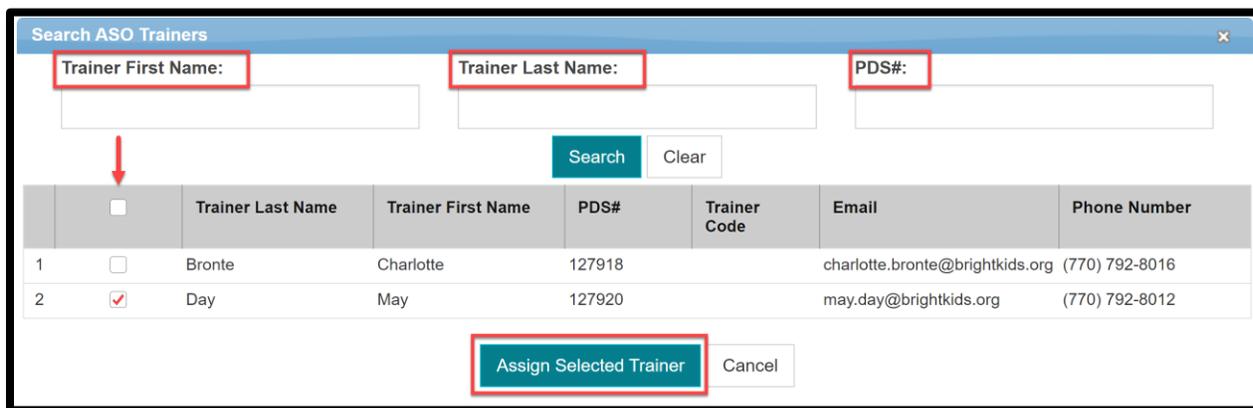
9. A message displays that the update was successful.

10. Click "**Cancel**".

11. The added trainer displays in the ASO Trainers section.

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