University of Toronto, LLC
SuccessFactors LMS
Waitlist & Request Lists

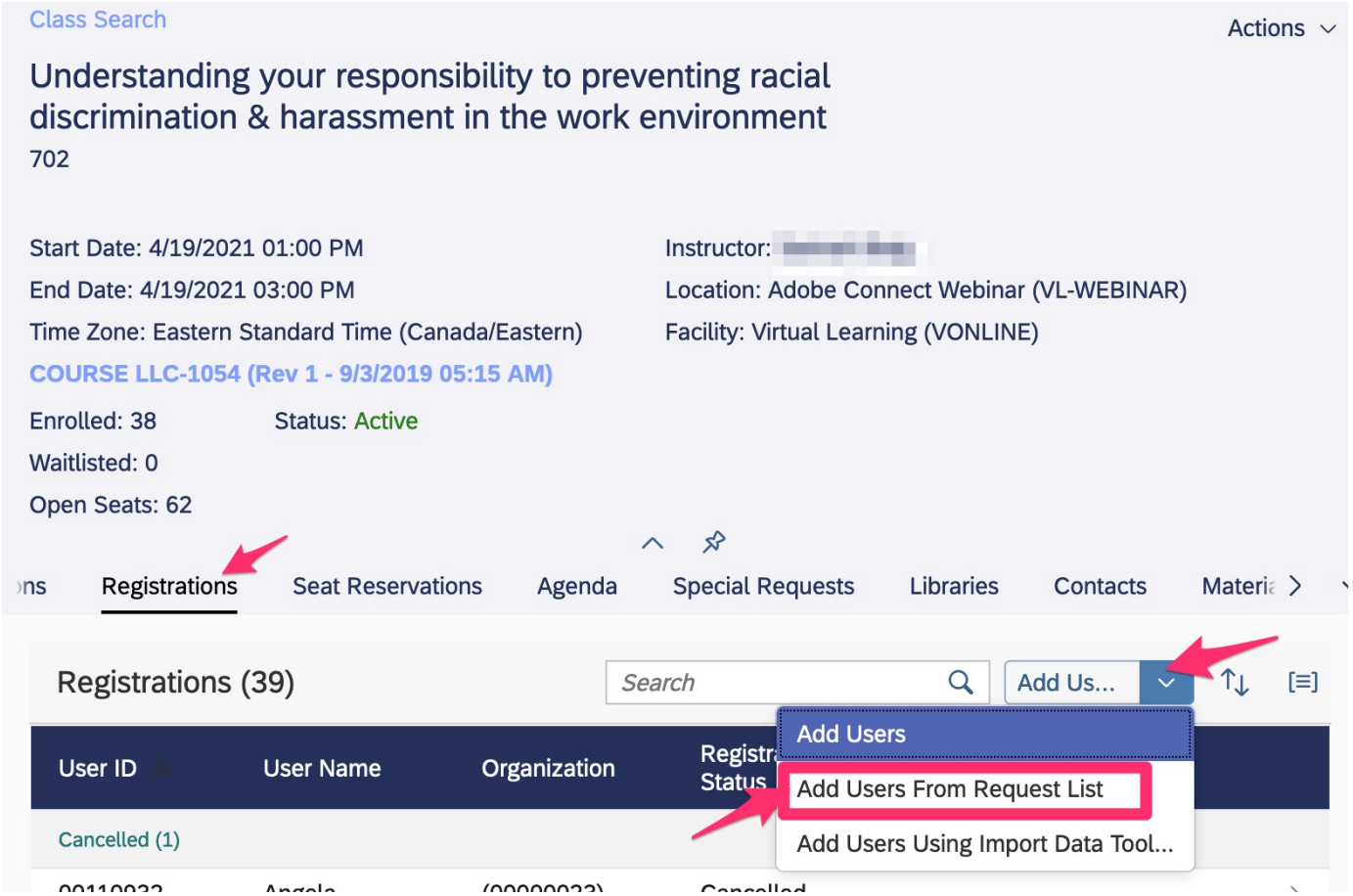
3.9 - Job Aid

This job aid allows learning administrators to manage waitlist and learn how to use request lists.

If users are left on a waitlist after a class begins and they weren't able to attend, they likely wanted to attend the course. You have the option to manage those registrants by allowing them first access to any future schedule classes.

When your class is done, the waitlist is automatically added to the Request list. This list is basically a holding place of all individuals interested in that particular course.

- When you create a new scheduled class, always check the request list to make sure if there are existing users who were waitlisted for your course. Under your new class setup, under **Registration** select **Add Users** and then **Add users from Requests List.**



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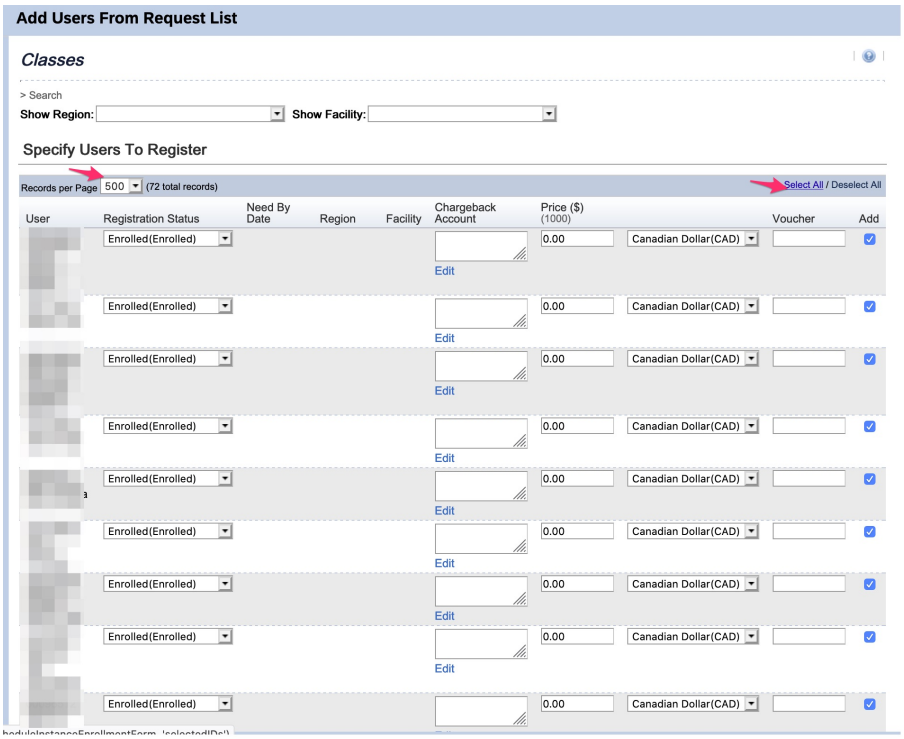
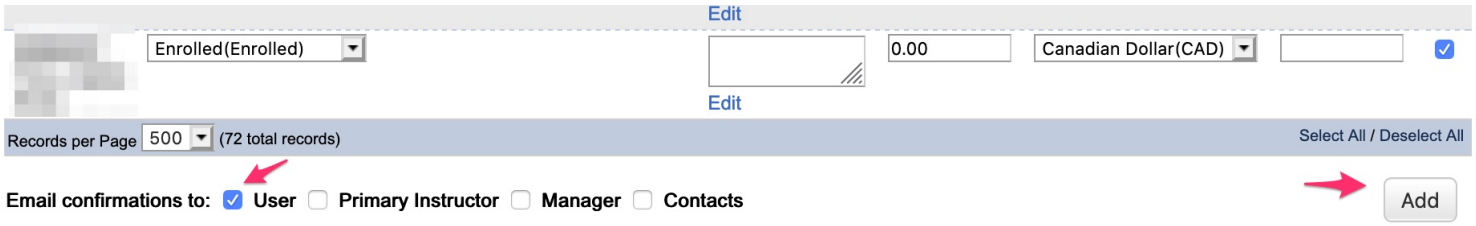
At the popup window, you can select an individual or the whole list of users as a batch to be added to the class from the user list window.



At the bottom of the this window, make sure **Users** is selected. This allows the registrants you are adding, to receive a registration notification. Click **Add** when done.



Important Note: If you added the waitlist in, but they cannot make the selected class dates, they would not be able to withdraw themselves. They would have to contact lms.help@utoronto.ca to be removed or the instructor.