Log in to Ability and click on My Requirements tile

Click the green + sign, it allows them to find the track and add it to their learner account:

The track can also be assigned by a manager, like they would any other learning track. This makes it very easy for managers to stay up to speed on what training their staff are required to do and notifies them on the Monday reports that are auto-generated if their staff are overdue on this training.
Manager Instructions:

To add I-9 track to employee

Go to “manager menu” and from the drop-down select People

In search box, enter employee last name or NetID then press Enter, select the appropriate employee’s name to view their Current Training Requirements page

Under Current Training Requirements, select the “green+”

Press “Next” button to add compliance track

Select “I-9 Verifier” from the Learning Track box, and click “Next”

Review Track assigned date and click “next”

I-9 Verifier Track has been assigned, “close window”