Site Administrator's Guide

ADD NEW USERS

There are two ways to add users:

RECRUIT NEW USERS (SELF-REGISTER)

- Log on and click **Control Panel**;
- Select **Users**;
- Click **Recruit New Users**;
- Fill in the email addresses of those you wish to recruit – use a comma to separate addresses;
- Add a message to explain why you want the employee to register; and
- Click **Submit** to send emails.

Unlike the option below, emails may get caught in recipients spam filters. We recommend you notify users to look out for the email or safelist it .

(OR) ADD NEW USERS

- Log on and click **Control Panel**;
- Select **Users**;
- Click **Add/Edit Users**;
- Click **Add New User**;
- Fill out the Single User form (required fields are indicated by *);
- Click **Submit** to complete the registration; and
- Give the new user his/her username and password. **Use school email address for username.**

You can also upload a group of users via a spreadsheet found on the Site. Start by clicking **Import Multiple Users**.

REVIEW ONLINE MANAGEMENT TRAINING

Log on and click **Training** to take the online, tracked version.

To review PDFs of the text of training lessons, click **Training** and then **Materials**.

ASSIGN TRAINING TO USERS

- The system automatically assigns all available training to every user profile except Default User.
- You can add training to the Default User profile if you wish.

CHANGE DEFAULT TRAINING ASSIGNMENT

The default setting assigns all training modules to all site user profiles except Default User. To change this setting:

- Log on and click **Control Panel**;
- Select **Training** under the Control Panel;
- Click **Training Settings**;
- Uncheck any lessons or bulletins you do not wish to assign;
- Change the number of days to complete training if desired; and
- Click **Submit** to record your choices.

ACCESSING TRAINING RECORDS

All training is tracked and training certificates are available for modules completed. To check training records:

- Log on and click **Control Panel**;
- Select **Training** under the Control Panel; and
- Click **Reports**

ADDITIONAL QUESTIONS?

- Click **Contact Us**;
- A customer service representative will respond promptly.

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