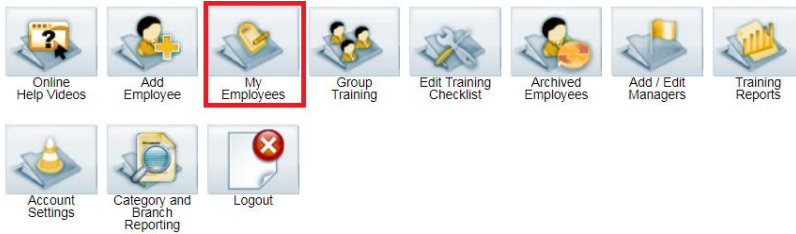


ASSIGNING NEW MODULES TO EXISTING EMPLOYEES

Once you log in, you can assign employees already set up in the online system with new training modules.

Click on the "My Employees" icon.



Scroll down the page to find the employee and a selection of options under their name.



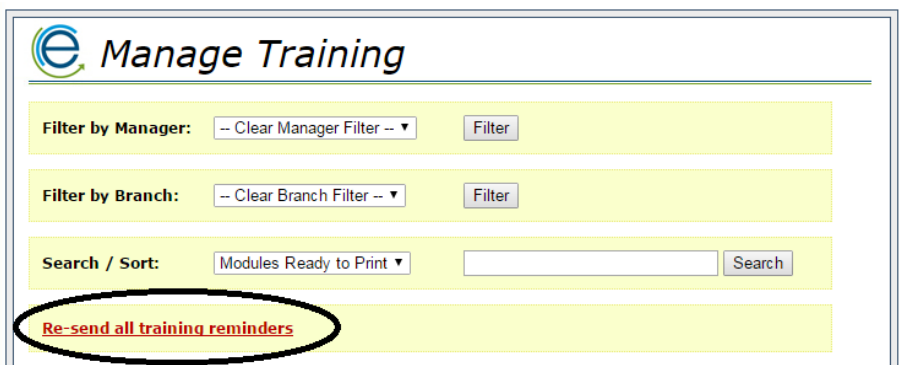
Unassigned training will appear as a grey icon below their name. Select how many days you would like the training done in with the drop down box. *This due date is just a guideline.* The training does not expire or become inaccessible if training is not completed by due date. A pop up box will ask you to confirm the number of days selected. When you do the icon(s) under the employees name will turn green and be available when they log in using their ID #.



If an email has been set up with the employee click on "**Resend Training Email**" option and a reminder email with link and ID # will be sent. Otherwise, you can print the training instructions (first option under each employee's name).

▶ **Resend Training Email**

Or select "**Re-send all training reminders**" to send to multiple employees.



Thank you for ordering with,



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