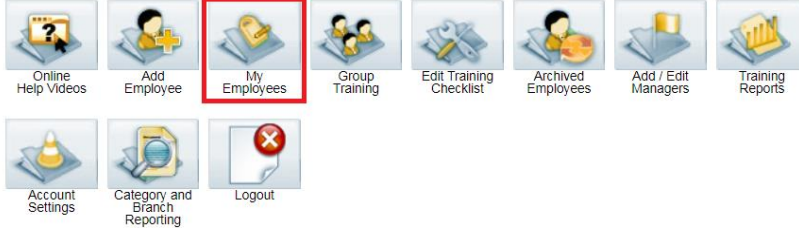


HOW TO RECERTIFY EXISTING EMPLOYEES

Once you log in, click on "My Employees" icon.



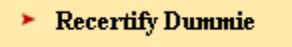
Scroll down to find the employee and a selection of options under their name.



If the module icon(s) under the employee's name are yellow or yellow with a red R you will need to recertify this employee. If the icon(s) are green or green with a red R then the training is available to be used right away.



Click on the option "Recertify Employee Name".



Select which modules you would like recertified.

Select Modules

- Violence and Harassment in the Workplace (certification expired)
- WHMIS with GHS (certification expired)
- Disabilities in the Workplace (certification expired)

(Picture above just an example)

Select the Due Date you prefer the employee to have their training completed by. *The due date is just a guideline.* The training does not expire or become inaccessible if training is not completed by due date.

Set Due Date For Modules

September ▼ 20 ▼ 2017 ▼

Click on the option "**Recertify Employee Name**" to save.

Recertify Dummie

Go back to the "**My Employees**" page. Resend the training email link by selecting "**Resend Training Email**" from the options under the employees name Or you can print by selecting the "**Print Training Instructions**" option.

ID - 9956292 - ACCOUNT, Dummie (Sales)

Account, Dummie - Actions

- ▶ Print Dummie's Training Instructions ▶ View Dummie's Exam Scores
- ▶ Edit Dummie's Name, Category ▶ Print Dummie's Training Diploma ▶ View Dummie's History
- ▶ Print All Ready Training Checklists ▶ Skip Dummie's Checklists ▶ Recertify Dummie
- ▶ Resend Training Email ▶ Archive Dummie

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

Manage Training

Filter by Manager: -- Clear Manager Filter -- Filter

Filter by Branch: -- Clear Branch Filter -- Filter

Search / Sort: Modules Ready to Print Search

Re-send all training reminders

Thank you for ordering with,



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