eWorkplace Training

HOW TO SET UP EMPLOYEES

Once you log in, you can begin setting up your employees to take the course(s). Click on the **"Add Employee"** icon.

Step 1: Setting up Employees for Training

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Fill out the employee's first and last name. You will also want to include an email address, as the training ID# and link for training will be automatically sent to this email address. But, this is optional. There is an option to print training instructions later under each employee name when you click on the **"My Employees"** icon. *Leave out any apostrophes in a person's name* (ex. put O'Neil as ONeil) or the employee will not save properly.

If you want to add more than one employee, click "**Add another employee...**" When adding multiple employees they have to all be doing the same training otherwise you will accidently assign training to someone who you do not want to give it to. *Ex. two employees doing GHS and VH and one with just VH will all be assigned GHS and VH if set up together.*

Employee Details

First name:

Last name:

Email (optional):

Hire date (optional):   --- ▼ --- ▼ --- ▼

Add another employee...

Step 2: Employee(s) Settings

Assign a manager and a category. *Please do not forget this step.* The employee will save but it may cause an error later if you need to edit information for an employee. Also, assign a branch, if applicable.

Employee Settings

Assign a manager:　-- No Manager Assigned -- ▼
Assign a category:　-- No Cateogry Assigned -- ▼
Assign a branch:　-- No Branch Assigned -- ▼

Step 3: Select Modules:

Select the modules you would like your employee(s) to train by clicking the box next to the Add:

Select Modules

☐ Add:　　**Violence and Harassment in the Workplace**

☐ Add:　　**WHMIS with GHS**

(Picture above just an example)

Step 4: Set Due Dates For Modules:

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

March ▼　5 ▼　2018 ▼

Step 5: Complete Sign Up and Continue to Print Handout

Select "**Add Employees**" to save and you should be taken to a page that says:

Employees Added Successfully

You will find all successfully set up employees by clicking the "**My Employees**" icon. If you need to print training instructions, you will find the option to do so under the employee's name.

Thank you for ordering with,

-Workplace Training