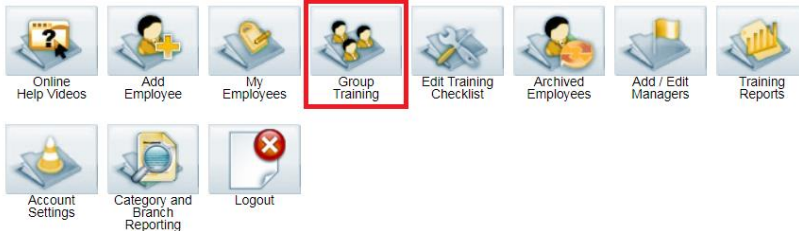


## HOW TO SET UP GROUP TRAINING

Once you have added all your employees or recertified them for renewals in the system you can create group training. The employees will view the online training video and take the exam together.

Click on the **"Group Training"** icon.
















### Step 1: Select Employees

Click the box under the select column to add the employees for the group.

**Step 1 - Select Employees:**

**Step 1 Instructions:** Check off each employee that will be attending this group training session.

Select:	Employee Name:	Modules Assigned:
<input checked="" type="checkbox"/>	Dummie Account	 
<input checked="" type="checkbox"/>	Paige Addley	  
<input checked="" type="checkbox"/>	Rema Al-Halbouni	  
<input checked="" type="checkbox"/>	Shawn Bernard	  
<input type="checkbox"/>	Jamie Berry	  
<input type="checkbox"/>	Victoria Bieg	  

At the bottom of this page click on **"Continue..."**

Continue to Step 2...

**NOTE - Please Read:** If the employees selected have no modules in common, you cannot continue to step 2. If you click continue and the page does not advance, check the top of the page for an error that contains the employee name that does not have a common modules.

## Step 2: Create Group Name & ID

You will create the Group Name. Click "**Generate**" to auto generate an ID number.

### Step 2: Create Group Name and Group Training ID

**Step 2 Instructions:** Give the group a name. The group ID will be the blanket training ID for all employees in this group.

LANGUAGE: \* English:  Spanish:

GROUP NAME: \*

GROUP ID: \*

## Step 3: Select the Training Module

You will choose just one training module. Different training modules are set up separately.

### Step 3 - Common Modules - Select 1 Training Module:

**Step 3 Instructions:** These are the common training modules. Please select 1.



## Step 4: Save the Group Training Account

Click "**Print Training Handouts**" to save the group. You will be taken to a page to print but nothing prints automatically.

### Step 4 (Last Step): Print Training Handout



Once you have created the Group Training. You will log in together to <https://training.eworkplacetraining.com/> under the Employee Training option using the Group ID #.



If you have any questions please give us a call.  
Thank you for ordering with,



Phone 877-963-1301

Fax 519-963-2067

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