Welcome to the SkillsPass Employer Guide.

Before we get started, let's make sure you are using a supported browser. Chrome, Firefox, Edge, and Safari are a-ok. If you are trying to use Internet Explorer, prepare to be frustrated. It is enjoying a well-earned retirement.

Have you been here before? If you have, maybe you're interested in heading to the good parts:

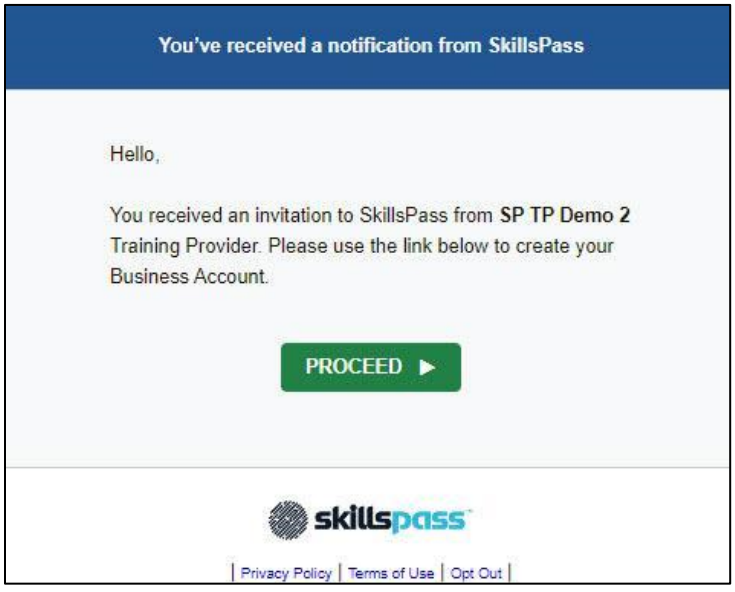
- Help: Not just a great Beatles song.
- My Team: There is no I but there is a My
- Invite: Like Tinder but for locating employees and not romantic.
- Certificates: Unlike above, there are two I's.
- Reports: Captain Picard isn't the only one that loves data
- Claiming an Employer Network: Build your team, live the dream.
- Navigation: We're pretty sure that even the Vikings used a waffle.

When accessing your employer network, there are four main things you will want to do; access your team, add members to your team via Invite, access employee training records in Certificates, and generate reports on training via Reports.

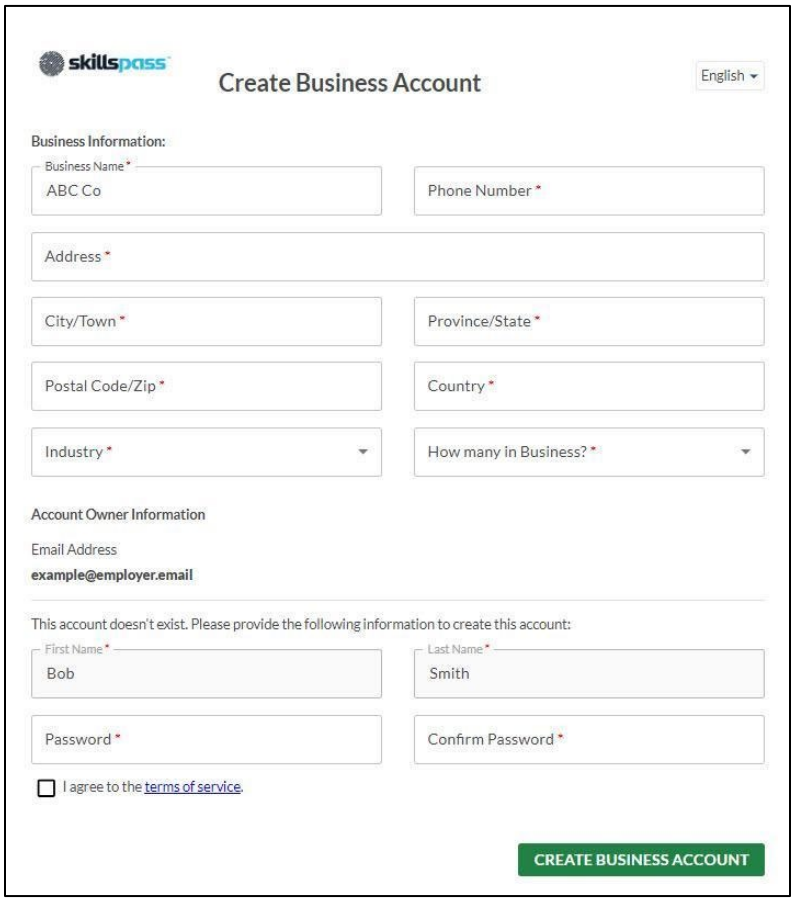
If you just said 'employer network? What employer network?' Great question. You might just get invited to claim yours when a Training Provider registers your employees for training. Once they do that, you are off to the races.

Claiming an Employer Network

If the employer process is started via a booking created by a Training Provider, the first thing you will receive is a notification to claim your Business Account. If you didn't receive a notification, you can always select Help in the top right, go to Important Links, and use the Employer Sign-Up link.



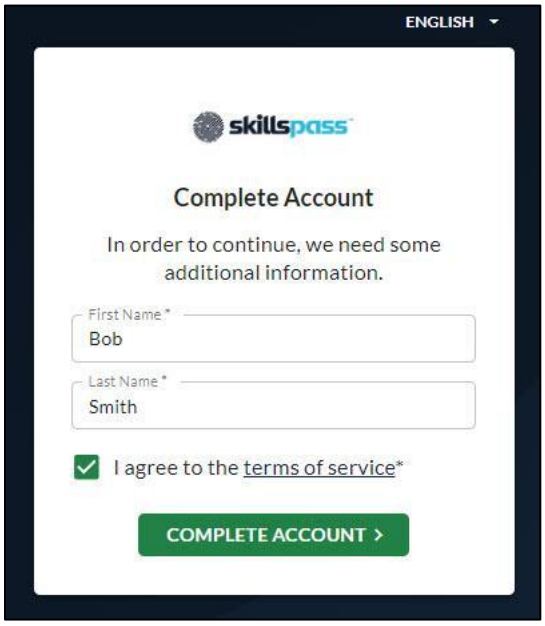
Select Proceed to access the set-up form, fill out the information, set your password, and click Create Business Account. This form might look different, require additional information, depending on the client or organization requirements.



You will receive a notification to confirm your account.

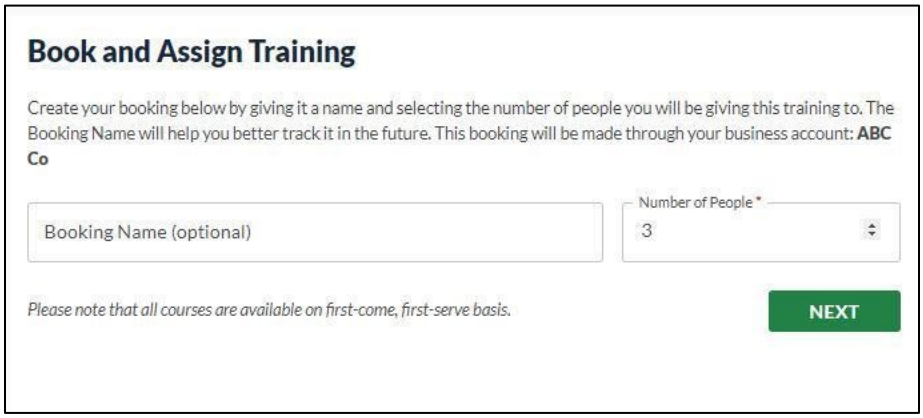


Click on the link, sign into your account, agree to the terms of service, and complete your account.



After that, you will be brought to the booking created by the Training Provider. Here you can assign the seats to employees and edit your booking.

*Even better, you only have to do this the first time. After that, if you are sent a booking confirmation email, you only have to sign into your Business Account.



You can now manage your Bookings, both instructor-led (In-person, Virtual) and Online (Elearning) from the storefront. Just click on Bookings in the top left.



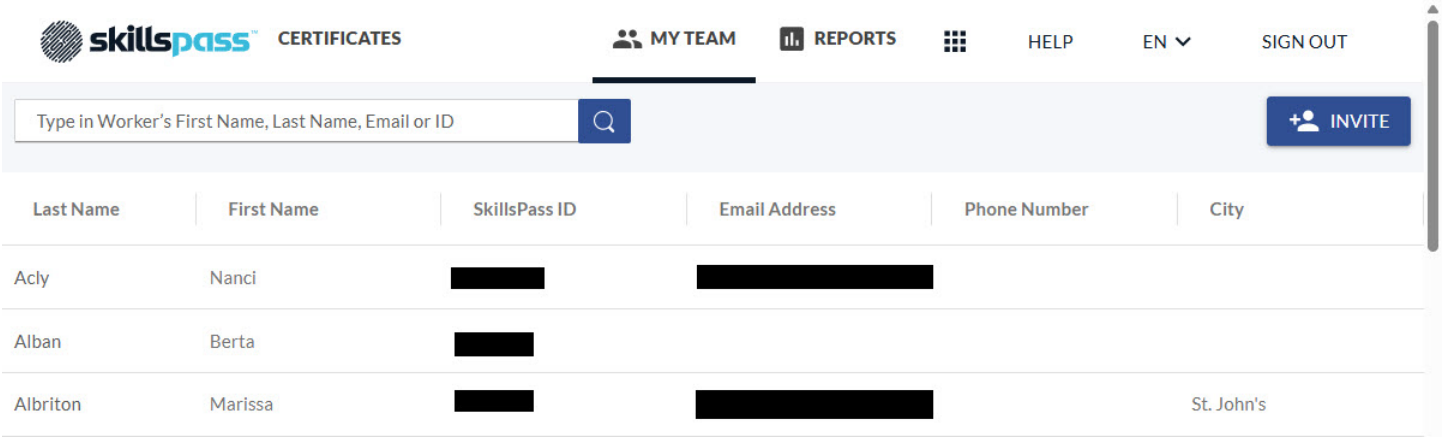
My Team

Now that you know how to assign and manage training, you probably want to see your employees' training records. No problem at all. Taylor has her Swifties, Beyonce has the Hive, and you have… My Team. You will find them in your Employer Network.



When you sign in, you will see current members of your network. Members will be listed alphabetically by last name.

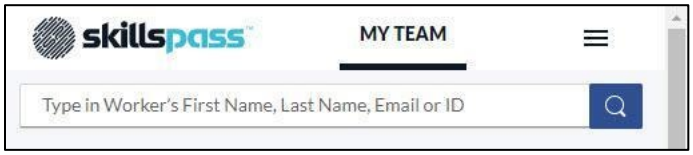
You will notice that members are also listed by first name, SkillsPass ID, partial email address, phone number (if provided), and location.



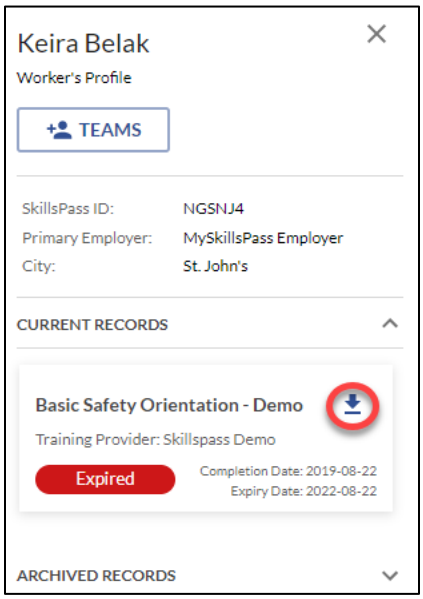
Members of your team are listed 10 per page. If there are more than 10 members of your team, you can scroll by selecting the page number, clicking the arrow, or selecting 'last'.



You can also use the search option to find a specific team member.



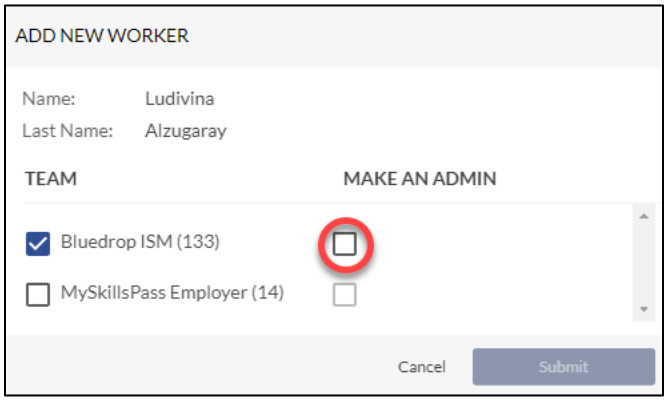
You can access a member's records by clicking anywhere on their profile. You can download a copy of their certificate by clicking on the download icon.



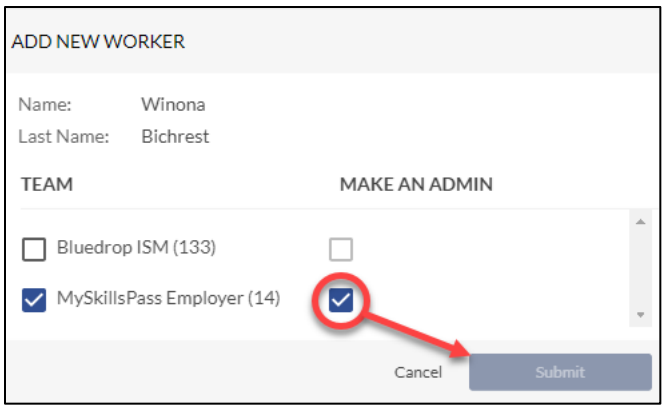
Members of your team that have admin status will be indicated under their last name.



If you would like to make a member an admin, click anywhere on their profile, click on the Team logo, then select the box under Make an Admin and hit submit.

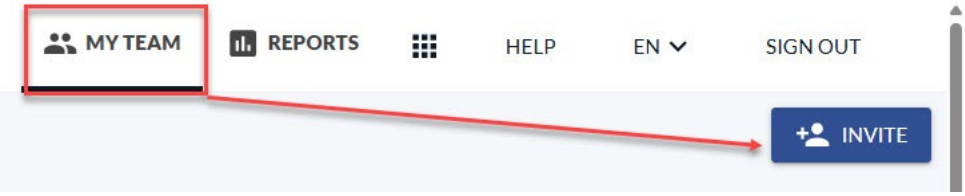


To remove an administrator or member of your team, follow the same steps, unselect the box, and hit submit.

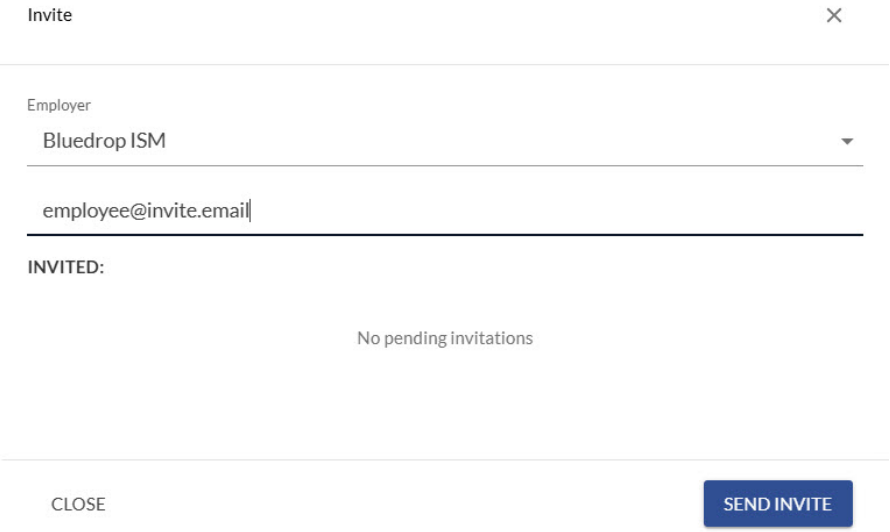

ADD NEW WORKER
Name: Winona
Last Name: Bichrest
TEAM
MAKE AN ADMIN
Bluedrop ISM (133)
MySkillsPass Employer (14)
Cancel
Submit

Invite

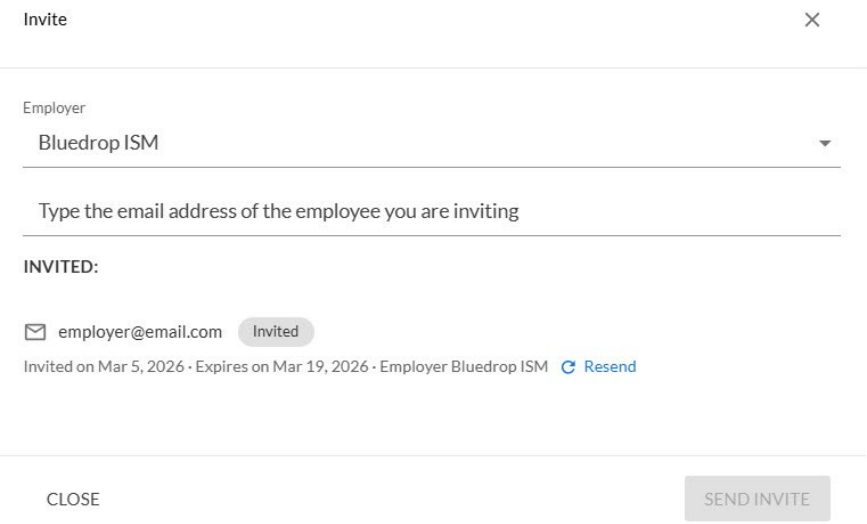
If you need to add employees to your team, you will want to use the Invite button on the My Team page.



If you are the admin for multiple employer networks, choose the preferred one from the dropdown menu. After that, enter the employees' email address and select Submit. If they do not have an existing SkillsPass account, the invitation will allow them to create one.



The invitation will show as pending until the employee accepts. You can resend from the pending queue. Once they accept, they will be added to your team.

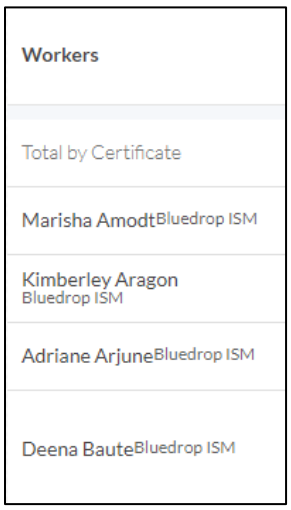


Certificates

Now that you have built your team, let's start accessing some certificates.



Your team will be listed alphabetically by last name.



Certificates will also be listed alphabetically (left to right).



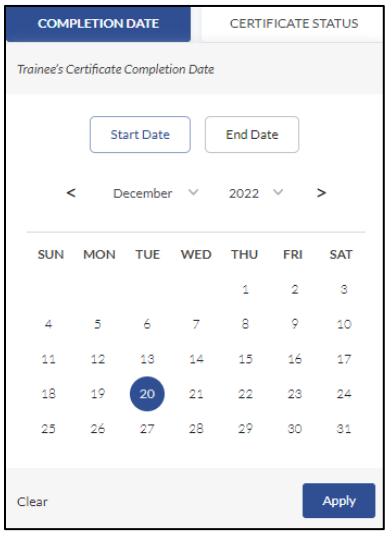
If you want to access the records of a specific employee, you can use the search function. To go back to the full list of your team's training, clear the search and hit enter.



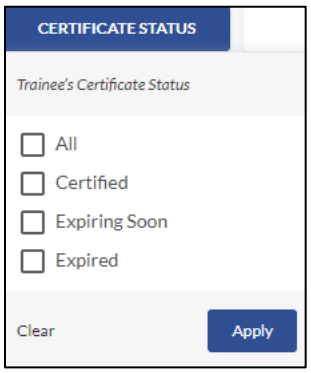
If the certificates page is looking way too busy, you can filter by completion date, status, course, and/or employer.



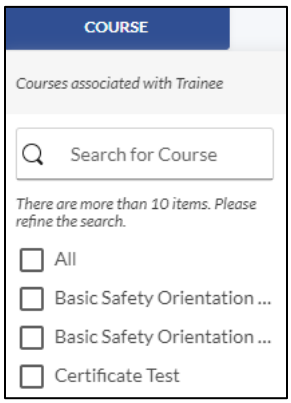
Completion date lets you narrow your search to a specific day or date range.



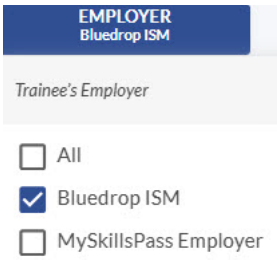
Status lets you search all certificates, expired, expiring soon, and certified which are certificates with an expiry date that are still valid.



Courses let you filter by specific training.



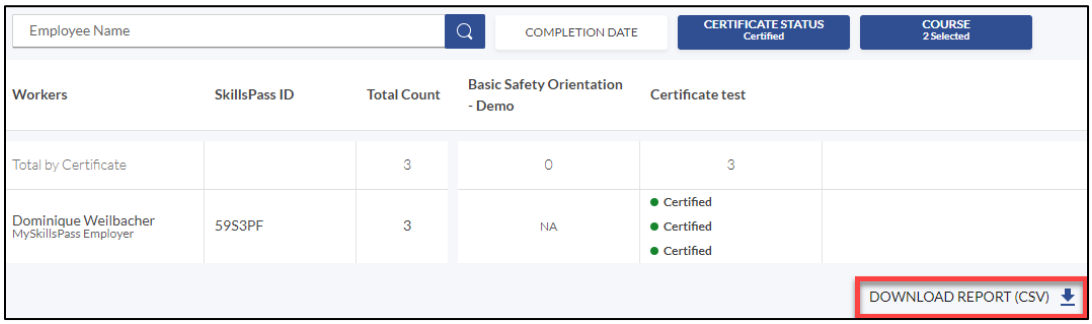
Employer lets you filter by network. This applies if you are the admin for more than one Employer Network.



Once you have selected your preferences in one of the filters, hit Apply. To return to the previous view, select clear.

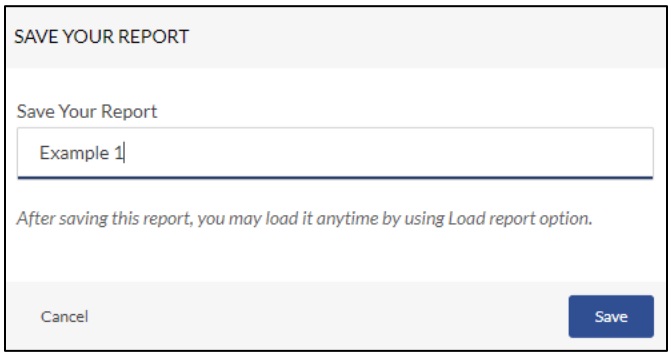


You can download a report based on your customized search.

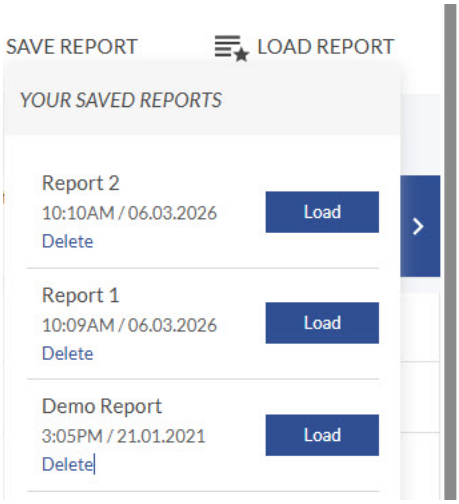


As well, you can save the report. The information on your saved report will update the information of your search parameters. For example, if you add new team members that fit the specifics, they will be added to the report.





You can access the report under Load Report. Find the report you are looking for and click Load.



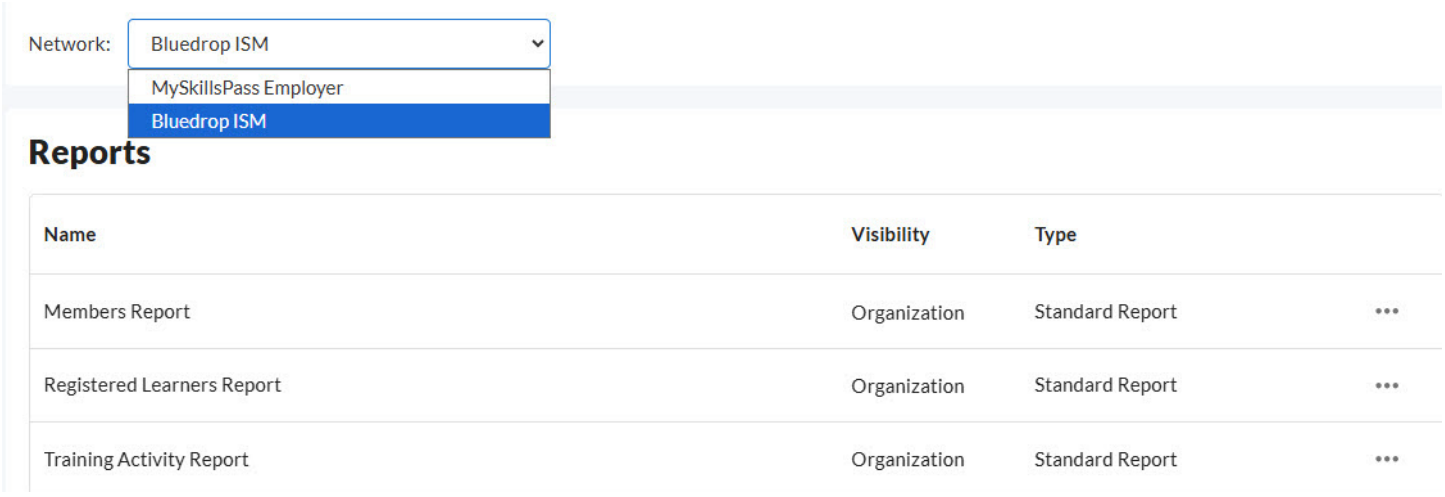
You can also download a copy of your report at any time by selecting Download Report in the bottom right corner.



Reports



The Reports tab will let you access several reports for your team. If you are the admin for more than one network, you can choose the preferred one from the dropdown menu.

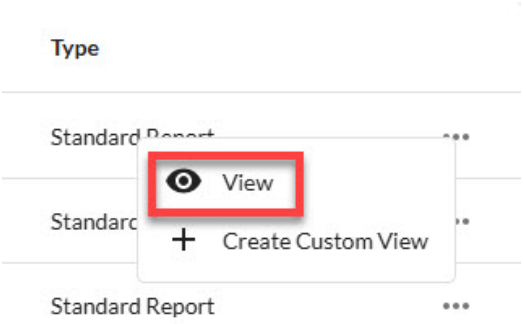


Members – this will show you every member currently associated with your network, and the date they were associated.

Registered Learners – this tracks registration details including course, training provider, pricing, schedule, location, etc…

Training Activity - tracks the results of training (attendance, pass/fail, expiry)

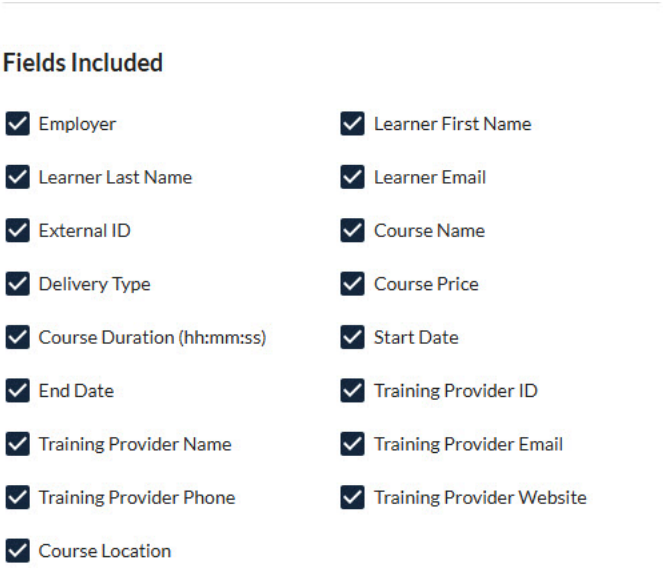
To access the report, click on the ellipsis and select View.



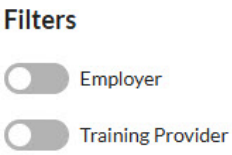
Select the date range for the report you want to run. The default is 30 days.



Uncheck any of the fields you so not wish to include in the report. The field options will vary, depending on the report.

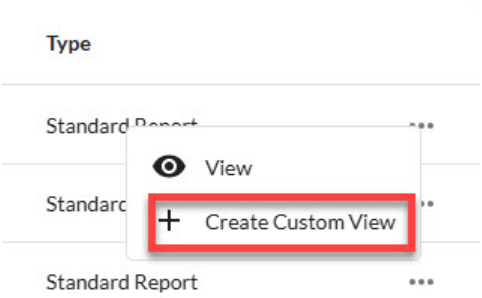


The Registered Learners and Training Activity reports give the option to filter by specific employer and/or Training Provider. Click on the toggle, then use the search to apply the filter.

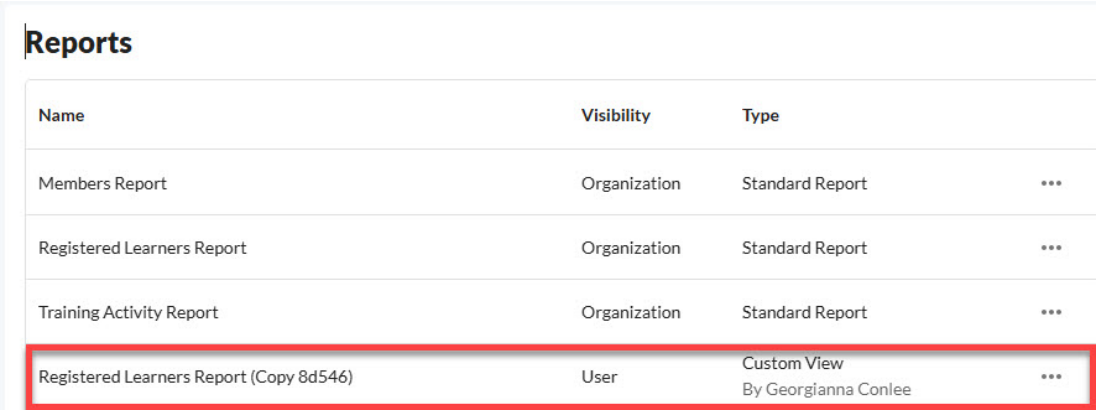


Once you have applied all the desired filters, select Run to download a CSV file.

If you would like to create a custom report, click on the ellipsis of a report, and select Create Custom View



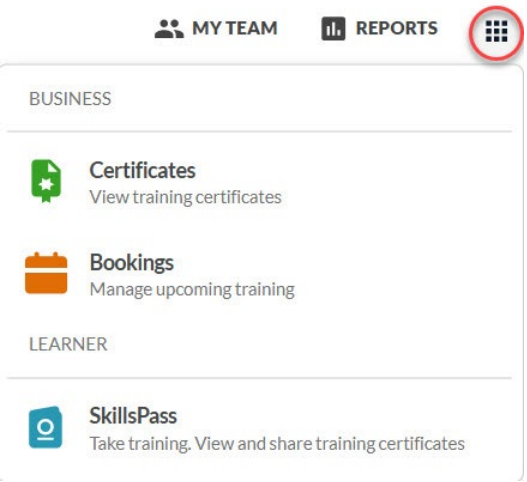
This will create a duplicate of the report. You can edit it by clicking on the ellipsis and selecting View. The Type of the report will show as Custom View, with your name underneath it. If there are multiple admins for your network, they will all have access to the Standard Reports, but only you will see your Custom Reports.



Navigation

Star Trek has the teleporter and SkillsPass has the Navigation Waffle (SNW). Honestly, we think our name is better.

The SNW lets an employer admin switch back and forth between experiences in SkillsPass. Business is your employer experience; Leaner is your personal account. If you wear other hats in the platform, it will also show in the waffle. For example, if you are a training provider admin, you would also see that option.



Help

Hopefully this guide answered all your questions. If it didn't, you can access knowledge base articles and How To videos or contact support by selecting Help at the top of the page.

