

# **QUICK REFERENCE GUIDE**

# **HOW DO I...**

- Enroll a new participant?
- Edit a participant's information?
- View a participant's course status?
- Retrieve a participant's completion certificate?
- Generate a report of everyone that has completed the course this month?
- Measure my program?

# **TABLE OF CONTENTS**

Login

Client Dashboard

Enroll New User

Step 1: Enter Participant Information

Step 2: Select Course(s)

Search/Edit Users

Search Results

**Edit Participant Information** 

**View Participant Course Status** 

Retrieve Participant Completion Certificate and Receipt

**Completion Reports** 

**Program Analytics** 

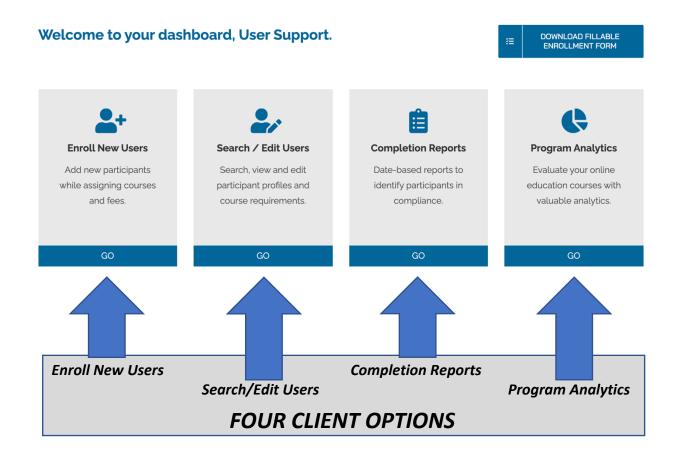


## **LOGIN**

# Log In to Access Your Course(s) Docket # Last Name Log In to Access Your Course(s) Use your assigned Username and Password to login to your client dashboard. Username → Docket #/Case #/Citation # Password → Last Name

## **CLIENT DASHBOARD**

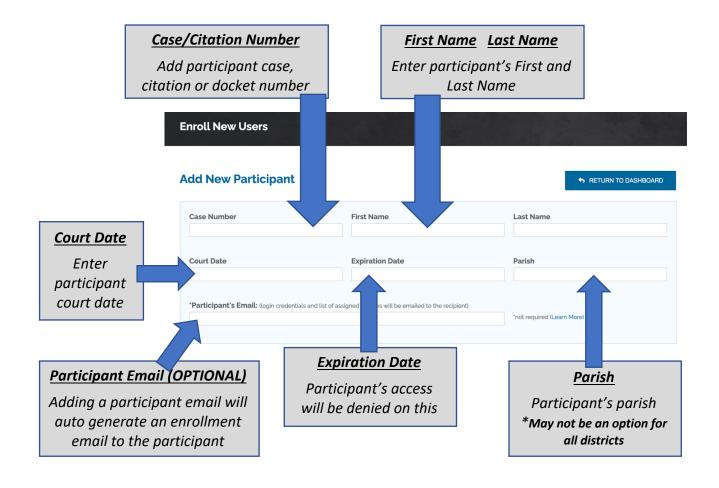
#### **Client Dashboard**





## **ENROLL NEW USER**

## **STEP 1: Enter Participant Information**

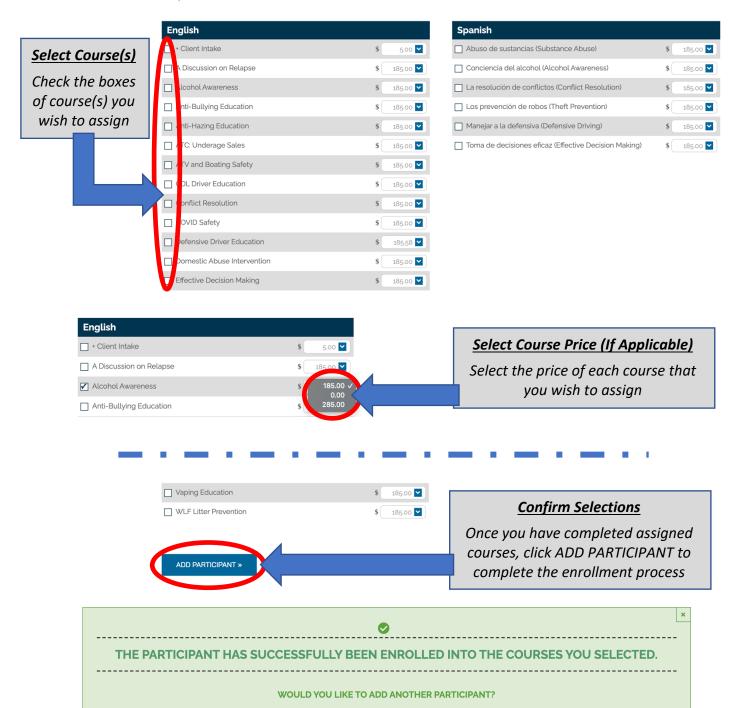




## **STEP 2: Select Course(s)**

#### Select Courses

Please select all courses to assign to this participant. If this participant's course fee is different than what is shown, select the correct price tier from the drop-down list before moving forward. When you have selected all courses and fees, scroll down and click the ADD PARTICIPANT button to complete this enrollment.



YES, ADD ANOTHER PARTICIPANT

NO, RETURN TO DASHBOARD



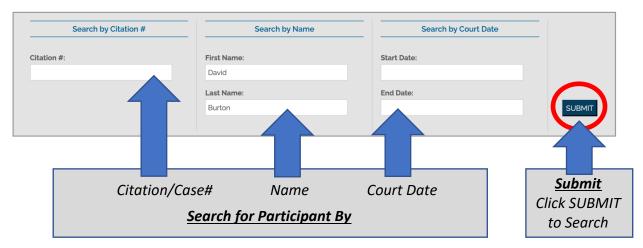
# **SEARCH/EDIT USERS**

## **Search / Edit Participants**

#### **Participant Search**

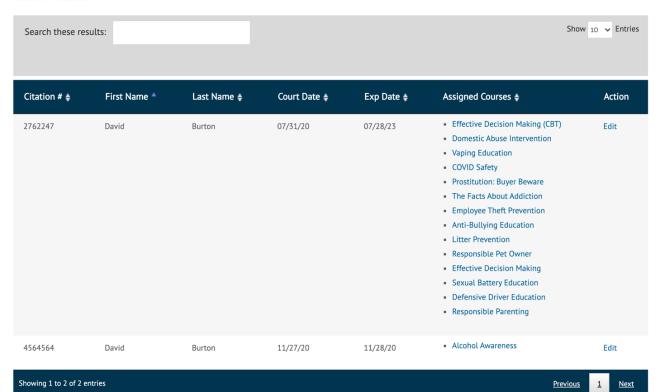
♦ RETURN TO DASHBOARD

Please enter your search terms in one of the boxes below and click **Submit**.



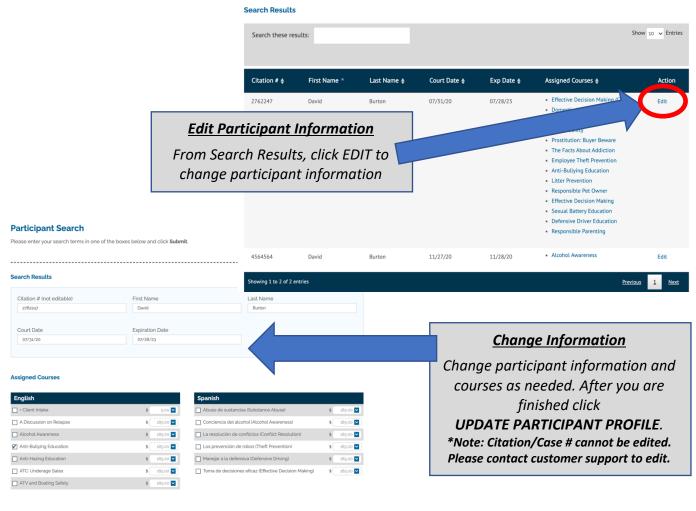
## **Search Results**

#### **Search Results**

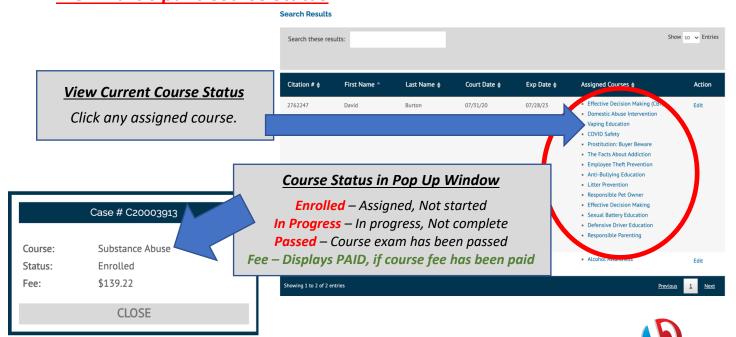




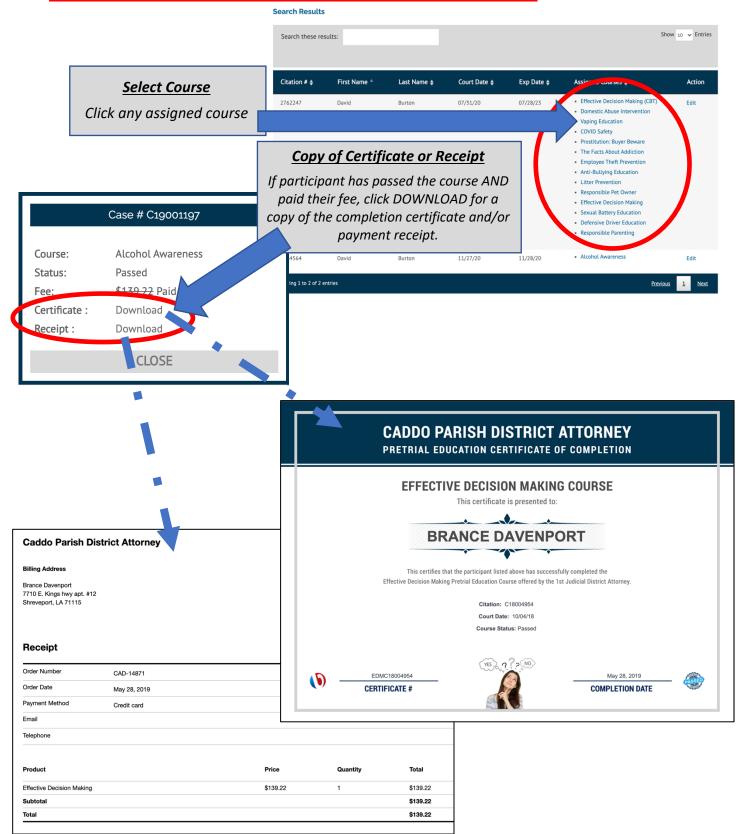
## **Edit Participant Information**



## **View Participant Course Status**

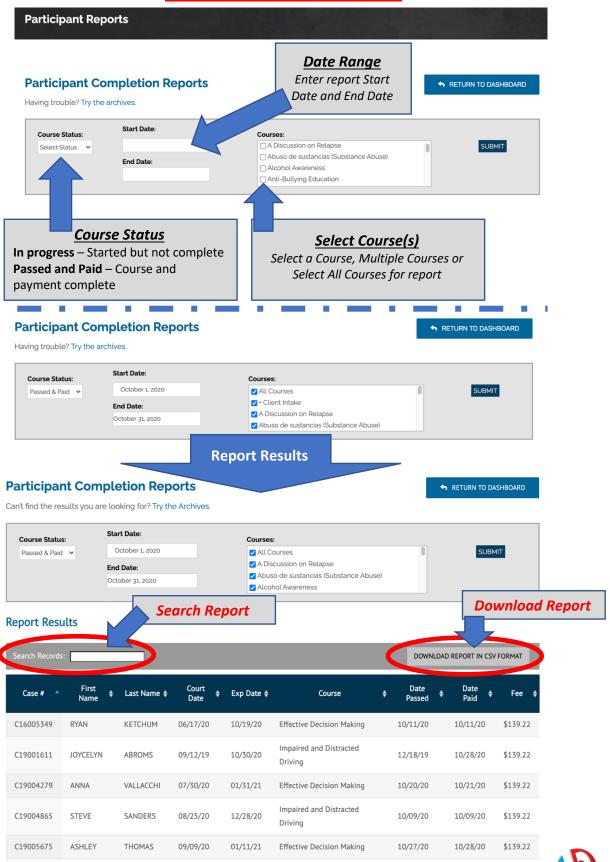


## Retrieve Participant Completion Certificate and Receipt





## **COMPLETION REPORTS**



## **PROGRAM ANALYTICS**

#### **Program Analytics**

