

# WorkplaceNL

Health | Safety | Compensation



## WorkplaceNL's Certification Training Registry

A How-to Guide for Training Providers

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## Exploring your CTR Account

### Logging In

Once your Training Provider account has been configured, you'll receive a confirmation email asking you to set up your profile:

#### **Welcome**

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**Hello Victoria,**

Please click the following link below to set your password and begin using your account. The password requirements are that it contain a minimum of any 8 characters. You will receive an email confirmation once you set your password.

[https://kube-prod.bluedrop360.com/auth/ssr/email-verification?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJwYXNzd29yZFNldCI6dHJ1ZSwidXNlckkljoxNzZmZmV4cCI6MTUzMzEzNDYyMTAwMCwiaWRlbnRpZmllciI6InZpY3RvcmlhYmxhZ2RvbiswNzE4QGJsdWVkcml9wLmNvbSIsIm5iZiI6MTUzMzEzNDYyMTAwMTAwMH0.L0ns3ZpfpqklmFfd9BT-gf4qxn60fkceXRbtL7lmUQ&scope=email,family\\_name,given\\_name&redirectUrl=https%3A%2F%2Fmyskillspass.com%2Fportal-one%2Fsign-up](https://kube-prod.bluedrop360.com/auth/ssr/email-verification?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJwYXNzd29yZFNldCI6dHJ1ZSwidXNlckkljoxNzZmZmV4cCI6MTUzMzEzNDYyMTAwMCwiaWRlbnRpZmllciI6InZpY3RvcmlhYmxhZ2RvbiswNzE4QGJsdWVkcml9wLmNvbSIsIm5iZiI6MTUzMzEzNDYyMTAwMTAwMH0.L0ns3ZpfpqklmFfd9BT-gf4qxn60fkceXRbtL7lmUQ&scope=email,family_name,given_name&redirectUrl=https%3A%2F%2Fmyskillspass.com%2Fportal-one%2Fsign-up)

If the link isn't working, you can copy and paste it into your browser's address bar.

Follow the prompts and fill in all the required fields to complete your profile and set a password.

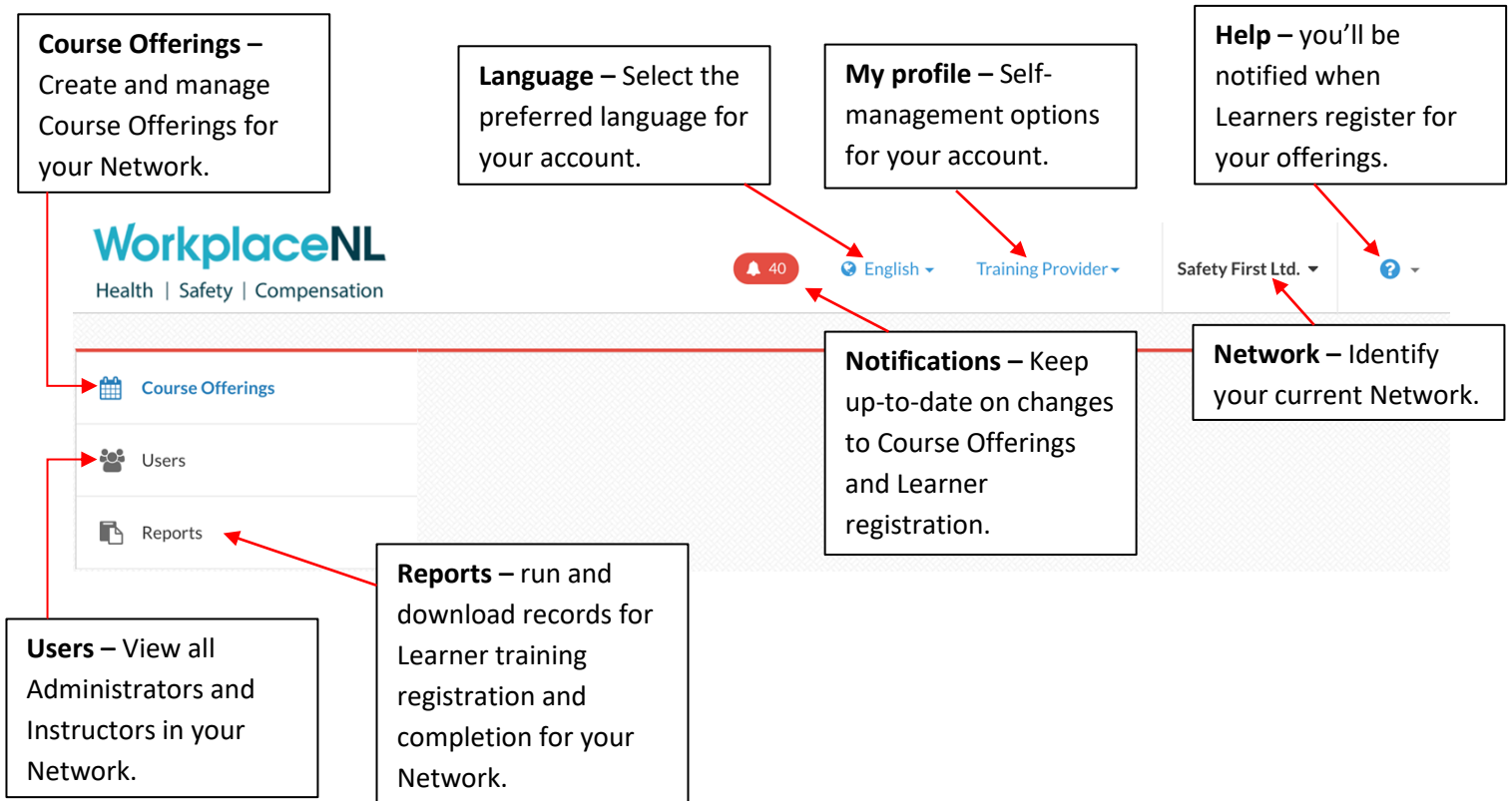
Once the initial setup is complete, you'll log in to <https://ctr.bluedrop.io/app/login> using the email and password you've set.

### Forgot your password

If you're unsure of your password, use the "Forgot your password?" button on the sign-in page to trigger a password reset email.

### The Home Page

After logging in to your CTR Training Provider account, the homepage gives you several actions you can take, and information you can view:



## My Profile

Access and update your personal information by selecting your name in the top right corner and choosing either **Profile** or **Settings**.

Under **Profile**, you'll have the ability to:

- View your own completed certificates and personal Employer history
- Edit your personal information
- Change your password
- Add/remove associated employers

Under **Settings**, you'll have the ability to:

- Change your privacy settings
- Enable/disable email and text notifications

## Network

Shows the name of your Training Provider Network. If your account is associated with more than one Network, you'll be able to switch between them by choosing the specific Network from the drop-down menu.

**\*NOTE:** If a specific Network is chosen, the Course Offerings, Reports, Users, and all actions taken will be applicable to the specific Network only.

## Notifications

Stay up-to-date on changes to Course Offerings and Learner registration within your Network.

## Language

Use the Language drop-down to set your preferred language.

## Help

Click the "Help" button in the top right corner of the platform to access:

- **Help** – a link to our extensive, self-help knowledge base
- **Support** – reach out to us directly and we'll respond promptly to your inquiry

## Course Offerings

As a Training Provider, you'll be responsible for creating and maintaining a list of Course Offerings. When under the "Course Offerings" tab, you'll see all Offerings listed:

- Active Offerings will be listed at the top – they are upcoming events, events with no registrants, or have already occurred but have not had registrant attendance and/or grades recorded.
- Completed Offerings will be listed at the bottom, and indicate the event has passed, and that all attendance and grade requirements have been met.

You can use the filters at the top of the page to narrow your search field when viewing both Completed and Active Offerings.

There are two types of courses supported by the system: Virtual and In-Person. Virtual Offerings allow you to enter a virtual training link and will not require a physical location to be entered.

### Add an In-Person Offering

To create a new in person offering, use the “+Add Offering” button in the top right of the platform, under Course Offerings.

You’ll be prompted to provide the following information:

- Course: choose from a selection (where applicable) of Courses specifically customized to your network
- Offering Details:
  - Private or Public – a private offering can be reserved for a specific employer, while a public offering will be open to any Learners (if Private, you’ll be prompted to select the Employer from a dropdown list).
  - Publish – a published class will be seen by any Learners in the Marketplace.
  - Instructor – each course will need an Instructor, which you’ll be able to choose from a pre-populated list.
  - Seats – select a number of openings for the Offering (must be greater than 1)
  - Free – if this is toggled on, you will not be required to fill out further payment information.
  - Price – for offerings that are not Free, you’ll need to set a price.
  - Show Price – you can choose whether price is indicated in a Course Offering (if it’s toggled off, Learners will be instructed to contact you for more information).
- Contact Information for Offering – you’ll need to include an email for contact purposes, with telephone and fax numbers optional.
- Location of Offering – will default to the location configured for your Training Provider Network.
- Select Dates of Offering – use the Calendar to indicate the dates and times this course will be offered (some courses are two days mandatorily).

Complete your work by selecting “Save” in the bottom right corner.

## Add a Virtual Offering

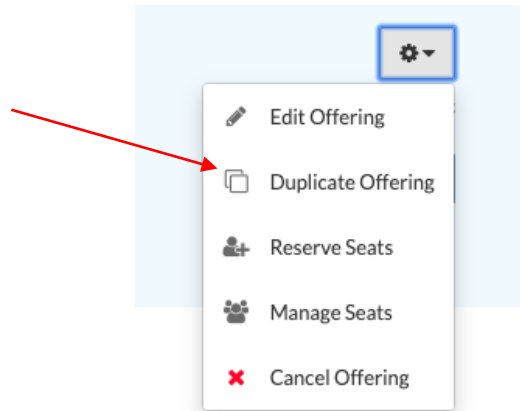
To create a Virtual Course Offering, use the “+Add Offering” button in the top right of the platform, under Course Offerings. You’ll be prompted to provide the following information:

- Course: choose from a selection (where applicable) of Virtual Courses specifically customized to your network or select Virtual Classroom.
- Offering Details:
  - Private or Public – a private offering can be reserved for a specific employer, while a public offering will be open to any Learners (if Private, you’ll be prompted to select the Employer from a dropdown list).
  - Publish – a published class will be seen by any Learners in the StoreFront/Marketplace.
  - Instructor – each course will need an Instructor, which you’ll be able to choose from a pre-populated list.
  - Seats – select a number of openings for the Offering (must be greater than 1)
  - Free – if this is toggled on, you will not be required to fill out further payment information.
  - Price – for offerings that are not Free, you’ll need to set a price.
  - Show Price – you can choose whether price is indicated in a Course Offering (if it’s toggled off, Learners will be instructed to contact you for more information).
  - Special Instructions – a space to add any special details that pertain to the Course Offering.
- Contact Information for Offering – enter email address with optional space for telephone and fax numbers.
- Virtual Offering Link – enter the virtual link for the course.  
**Note:** The virtual offering link will not display in Marketplace for bookings or for reserved seats. The link will be included in the notification to the learner when the seat moves from reserved to registered.
- Select Dates of Offering – use the Calendar to indicate the dates and times this course will be offered (some courses are two days mandatorily).

Complete your work by selecting “Save” in the bottom right corner.

## Duplicate an Offering

For Public, single-day Course Offerings, you can easily have the details of the Offering (instructor, location, price, time, etc.) copied and scheduled for up to 10 new dates. To do so, select the gear icon beside the Course you would like to reproduce, and choose “Duplicate Offering”:



You will be presented with the details of the Offering you want to duplicate, and a calendar from which you can choose up to 10 new dates for the Offering to be scheduled for:

**Original Offering**

**SCHEDULE** 1 DAY

**May 25, 2019**  
9:00am - 17:00pm

📌 Course: Working At Heights, English, In-Class Public

📌 Provider: Safety Is Important Training Provider

🟢 12 seats

[More Details](#)

**Select Date(s)**

Select up to 10 new dates this offering should be duplicated on.

JUNE 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**Selected Dates (5)**

June 2, 2019 9:00am - 17:00pm	✕
June 4, 2019 9:00am - 17:00pm	✕
June 7, 2019 9:00am - 17:00pm	✕
June 18, 2019 9:00am - 17:00pm	✕
June 27, 2019 9:00am - 17:00pm	✕

[Create Duplicates](#)

Select the dates you would like, and choose “Create Duplicates” to save your work.

Both Active and Completed Offerings can be duplicated. Completed Offerings will be set as Active when they are copied.

Only the Offering details are duplicated. Any Learners registered will not be copied.

Edits to the Offerings will need to be made individually, after the Offerings have been duplicated.

[Edit an Offering](#)



To Edit an Offering use the Gear icon located to the right of a Course Offering and select “Edit Offering”.

Once a Course Offering has been created, the fields you can edit are:

- Offering details: Publish settings, number of seats, and pricing information
- Contact Information
- Location of Offering
- Offering Date: you need to first de-select the current date(s).

If a Course Offering is edited after Learners have begun to register, those signed up will receive emails indicating the updated changes.

### Delete an Offering

To Delete a Course Offering use the Gear icon located to the right of the Course Offering and select “Cancel Offering”.

If a Course Offering is canceled after Learners have begun to register, those signed up will receive emails indicating the cancellation.

**\*NOTE:** You will not be able to cancel a Course Offering that already has attendance or grades recorded.

### Register Students

To register students for a Course Offering (this step is necessary if the Offering is not published), find the Offering you’re looking to update, and choose either “Reserve Seats” or “Manage Seats” under the Gear icon drop-down, located to the right of the Offering.

You’ll first be prompted to select whether you’re reserving on behalf of an Employer.

If you **are not** reserving on behalf of an employer:

- Add an attendee based on either (one is required) their email or phone # (if using a phone number, the Learner’s address will be required)
- You’ll be provided with a summary of all users that match that information, with additional details. If the user you’re looking to register is shown, confirm your choice by clicking “Select User”.

- If there are no users that match your information, you'll be prompted to create a new user profile based on the information you have about the specific Learner (you'll need their first and last name, and year of birth).
- Completing the profile setup or confirming the correct user will register the Learner for that Offering and bring you back to Course Offerings page.

If you **are** reserving on behalf of an Employer:

- You'll be prompted to select the Employer from a drop-down list, fill out contact details, and choose how many seats you would like to reserve (if there are not enough seats available, you'll receive an error message).
- Once completed, you'll be brought to a page to manage the seats by adding Learner details for each reservation.
- If you have the Learner's information, you'll follow the same steps as above for registering each user.
- If you do not have the Learner's information, you can fill out the seats later.
- Click through the seats to fill in the Learner's information, and add more seats, or remove seats as needed.

**\*NOTE:** At any point, you can edit or remove registrants from Course Offerings by using the "Manage Seats" option.

## Users

Under the "Users tab", you'll be able to view and search all current Administrators and Instructors in your Network.

## Administrative Access

As a Network Training Provider, you'll have the ability to control Administrative access for other users. You can identify other Administrators in your Network by locating the red Admin badge beside their name.

To **add a new Administrator** (a user **not** currently part of your Network), use the "+Add Administrator button in the top right of the platform. Fill in the required information and save your work by selecting the green Save Administrator button in the bottom right.

To **upgrade** the permissions of a current Network user (either a Member or Instructor) select the Gear icon dropdown beside their name and choose “Make Network Admin”.

**\*NOTE:** If you upgrade the permissions of a user, or invite a new user into the Network, they will have the ability to create, edit, and delete course offerings.

To **remove** the Administrative access of a user, locate them in the User list, select the Gear icon dropdown beside their name and choose “Remove Network Admin”.

**\*NOTE:** This will remove them completely from your learning Network.

## Reports

As a Training Provider, you’ll have two options under the “Reports” tab:

### **Training Provider Training Records:**

- Registration and attendance information:
  - **Provider Name**
  - **Instructor Details:** first and last name, and email.
  - **Registrant Details:** first and last name, year of birth, CTR ID, and email.
  - **Course Details:** Title and date of offering
  - **Confirmed:** Identifies if the user has confirmed their CTR account (f=false, t=true)
  - **Attendance:** “completed” if the instructor has taken attendance
  - **Certificate:** a link to download the certification

### **Training Provider Completion:**

- Course offering completion records for your Network:
  - **Provider Name**
  - **Instructor Details:** first and last name, and email.
  - **Registrant Details:** first and last name, year of birth, CTR ID, and email.
  - **Course Details:** Title and date of offering
  - **Employer Name:** Identifies the Learner’s associated Employer
  - **Expiration Date:** Date when training certification will expire
  - **Paid/Unpaid:** Payment status for registered trainee
  - **Status:** Completion status for registered trainee – **Pass/Fail**

**\*NOTE:** After attendance is taken, please allow **1 hour** for the data to be updated to your reports.

