



Congratulations on your Training Manager account. You can now simply manage your staff training online

This feature allows you to keep track of all your spare enrolment codes, allocate the codes to staff and monitor their training. You also have a record of the certificate details once training has been completed.

To watch a tutorial video on how to use your Training Manager Account at <http://www.refss.com.au/training-manager.html>

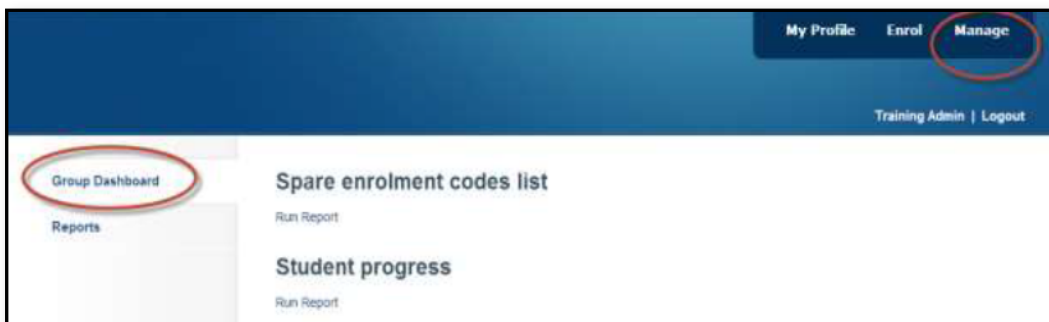
The first step is to login to your Training Manager account.

If this is a new account your username and password details should have been provided to you by our admin department. If you need to get in touch with us please call 1300 309053.

Login to your account via the REFSS website – www.refss.com.au.

Select 'Login' from the top navigation click Plans/Training and login with your username and password.

Once logged in you will see the following screen;



When you purchase training you will be allocated "enrolment codes". These enrolment codes are used to enroll students into the training.

To allocate spare enrolment codes to new staff please follow the steps below;

1. From the view shown below click on 'Run Report' to bring up your list of spare enrolment codes.
2. Click on one of the spare enrolment codes

Group	Enrol Code (click to manage)	Product
Training Group Demo	MET-RTFS-129402-190215	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-129402-471006	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-129402-579034	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-129402-592216	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-129402-656886	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-129402-766660	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-129402-778625	MET - Refrigerated Transport Food Safety - Award
Training Group Demo	MET-RTFS-129402-918153	MET - Refrigerated Transport Food Safety - Award



The following dialogue box will appear with the name of the training course that you are allocating at the top with two options;

For new students either,

Method 1:

1. Invite the participant by email:

Enter the Participants full name and email address and click "Send Email".


This method will send the following email to the student requesting them to either create a new account or login to an existing account and commence the training.

MET-RTFS-120402-471006

Type:
MET - Refrigerated Transport Food Safety

Invite participant by email:
An email will be sent from this system with instructions on how to setup a new account or login to an existing account to accept your invitation.

Participant's Name: **Email:**

Send Email 

Register a new account on behalf of participant:
You will require the full name, DOB and address of the participant.

Register Account

Example email that will be sent to the student – Note your details and student name will be included in the [square brackets];

Dear [invite name]

Re Invitation to participate in online training.

This is an invitation sent from [Training Manager.first name] [Training Manager.last name] to participate in [course name] online training.

Please click the link below and then choose to either;

- Register a new account;
- or if you have an existing account, enter your username and password to login

Once completed you will be able to commence your online training and come and go as often as you like.

Please click the link below to get started:

[MET-RTFS-120402-100215](#)

NOTE: If this email is in your spam or junk folder please move it into your inbox before clicking on the link.

Thank you

[training manager first name] . [training manager last name]

[training manager.phone number]

[Training manager.primaryid.Street]

[Training manager primaryid.city]

[Training manager primaryid.region] [Training manager primaryid.postcode]

[Training manager primaryid.country]



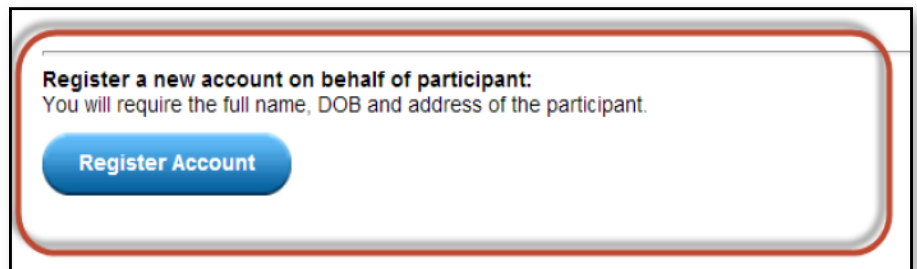
Once the email has been sent you will see a confirmation notice with further technical support for any troubleshooting.



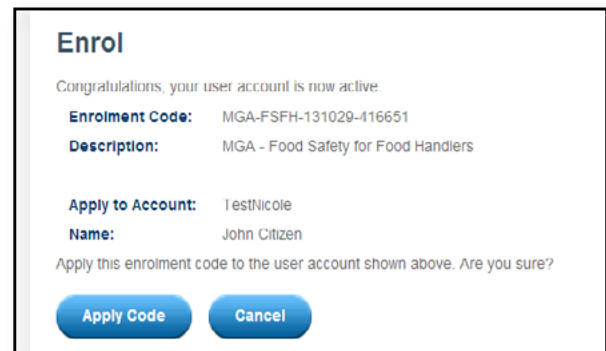
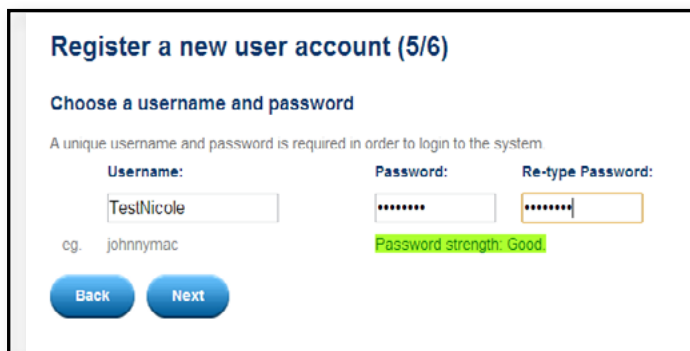
Or – Method 2:

Register a new account on behalf of the participant –

Using this method you can create a new user account or allocate the training to an existing account on behalf of the student. You will need to know the students full name, date of birth and residential address.



Click “Register Account” and follow the registration steps filling in the personal details of the new user, create a username and password and then hit “Next” and then the “Create Account” button and then apply the “Apply Code” to the new user you have just created.



NOTE: Training managers that want to allocate training to themselves should email themselves and then choose “begin registration” and set up a new personal account ie: do not try to login with the training manager account details because you can’t allocate course codes to a Training Manager account.

Once students have been set up with an account or are linked to your training then you will be able to add more training to their accounts and invite them with Method 1 via email to login to their existing account to complete the newly assigned training course.



Monitor training progress and certificate details;

You can check the status of all the allocated training courses by running the ‘Student progress’ report.

Click “Run Report” as shown below

This will show you the student details, the course progress, either ‘Not Started’, ‘In Progress’ or ‘Certificate’ if completed. The completion date and certificate numbers are also displayed. See the image below.

Name	Postcode	Course	Enrol Date	Start Date	Complete Date	Certificate#	Status
Student, First	3777	Melcash - Refrigerated Transport Food Safety	02 Apr 2012	03 Apr 2012	03 Apr 2012	7044-9821-7217	4-Certificate
Student, Second	3777	Melcash - Refrigerated Transport Food Safety	02 Apr 2012	02 Apr 2012			2-In Progress

You also have access to several downloadable reports.

Click on the ‘Reports’ tab on the left side of the page then click the small ‘+’ next to the yellow folder to access these.



These can be exported as CSV files to import into other programs if required.

We hope this makes managing your staff training easier. If you have any questions please don’t hesitate to give us a call and we’d be more than happy to assist you.

Phone: 1300 309 053

Email: support@iglink.com.au