



The Employer User Guide



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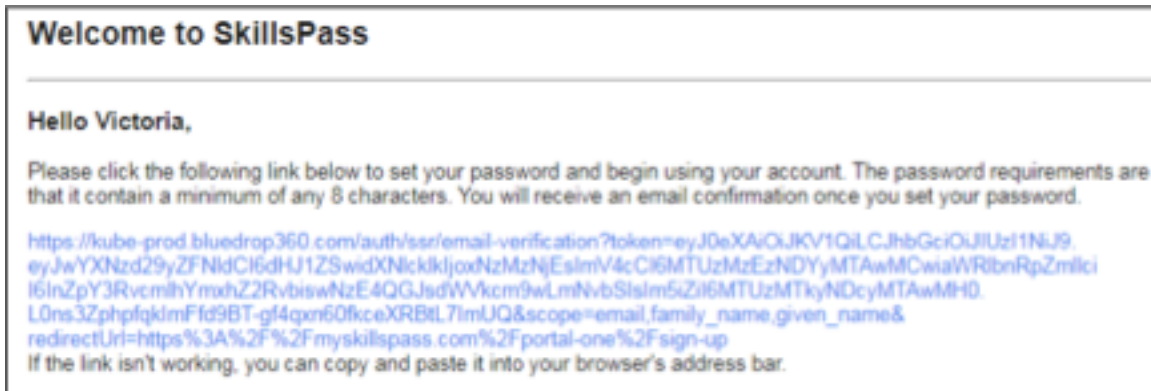
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Exploring Your SkillsPass Account

Logging In

Once your account has been configured for you, you'll receive a confirmation email inviting you to set up your profile:



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

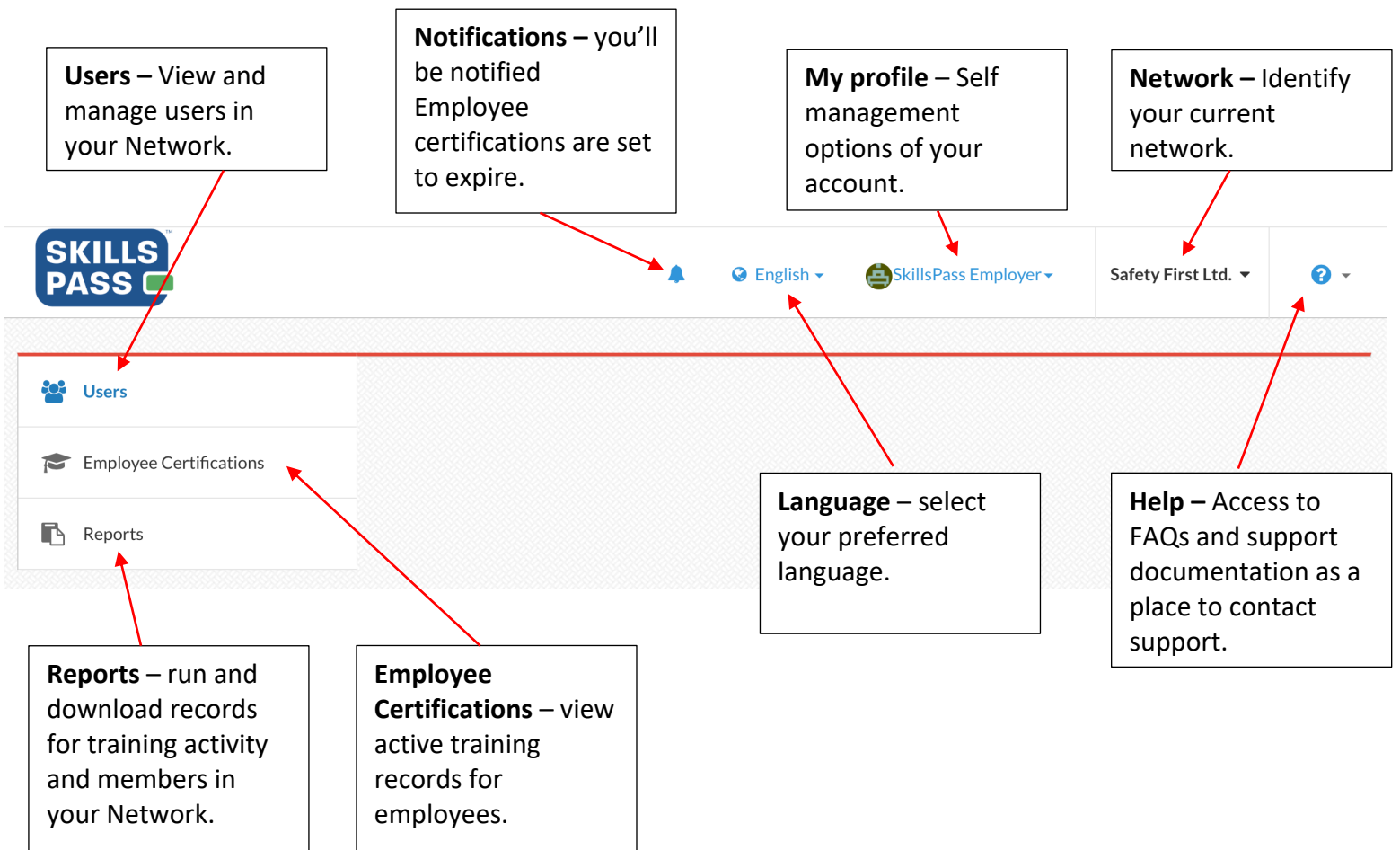
Once the initial setup is complete, you'll log in to <https://myskillspass.bluedrop.io/app/login>, using the email and password you've set.

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 into your SkillsPass Employer 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:

- 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

My Network

Shows you which Employer Network you're a part of.

Notifications

You'll be notified when your Employee's certifications are set to expire.

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.

Users

Under the Users tab, you'll be able to view, search, and manage all current employees and Administrators within your Employee Network.

View Employee Certificates

To view the Certificates of your employees, find the specific person by browsing members or using the search functionality. Select the Gear icon to the right of the employee's name and choose "View Learning Profile" – this will open a secondary tab with the Employee's name, SkillsPass #, and list of Certificates and associated Employers.

To view more information about a specific certificate, and download and/or print that certificate, click "View Certificate" to the left of the Completed Course information.

Administrative Access

As an Employer Network Administrator, 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.

Employee Network Administrators have access to Network reports, Employee certifications, and can register Employees on associated Training Networks.

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".

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

Remove a Member

To remove a former or unknown Employee from your Employee Network, find the specific person by browsing members or using the search functionality. Select the Gear icon to the right of the employee's name and choose "x Remove Employee" – you'll be asked to confirm the action.

Employee Certifications

Under the Employee Certifications tab, you'll be provided with a list of all employees in your network with active training records. You can use the search bar on the right side of the page to find a specific employee.

Employees with training records will be listed here with the following information:

- Name and Email
- Status of Certification
- Expiry date of certification
- Registered date of certification
- Product Name (name of certification)

Reports

As an Employer, you'll have two options under the Reports tab:

Training Activity:

- Training activity of the employees in your network:
 - **Provider** - The training provider who gave the training
 - **Name** – The employees name
 - **MySkillsPass#** - The employees system generated ID
 - **Course** - The title of the training course taken
 - **WorkerStatus** – This will indicate if the user is a current or former employee
 - **Expiry** – The expiry date of the user certification
 - **Success** – Did the employee pass the certification
 - **Registered** - The date the employee received their certification

Member:

- Employees registered in your network:
 - **Email** – The email address of your employee
 - **Name** – The name of your employee
 - **MySkillsPass#** - The employees system generated ID
 - **Worker Status** – This will indicate if the user is a current or former employee
 - **UserConfirmation Date** – The date the employee confirmed their account in SkillsPass

***NOTE:** After attendance is taken or a new employee is added to your Network, please allow **1 hour** for the data to be updated to your reports.