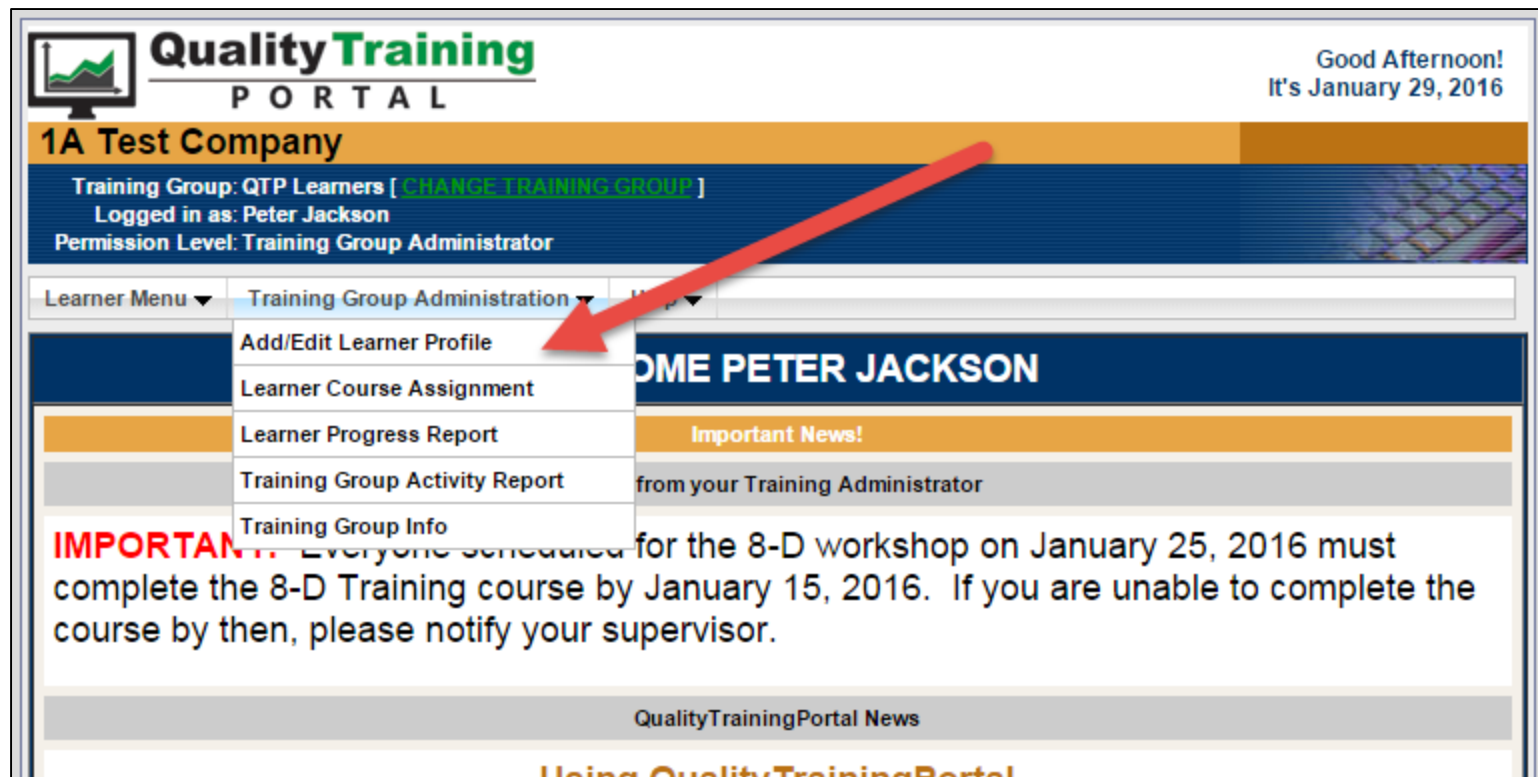


## Add/Edit Learner Profile

In the Training Group Administration drop-down menu, select the Add/Edit Learner Profile option.

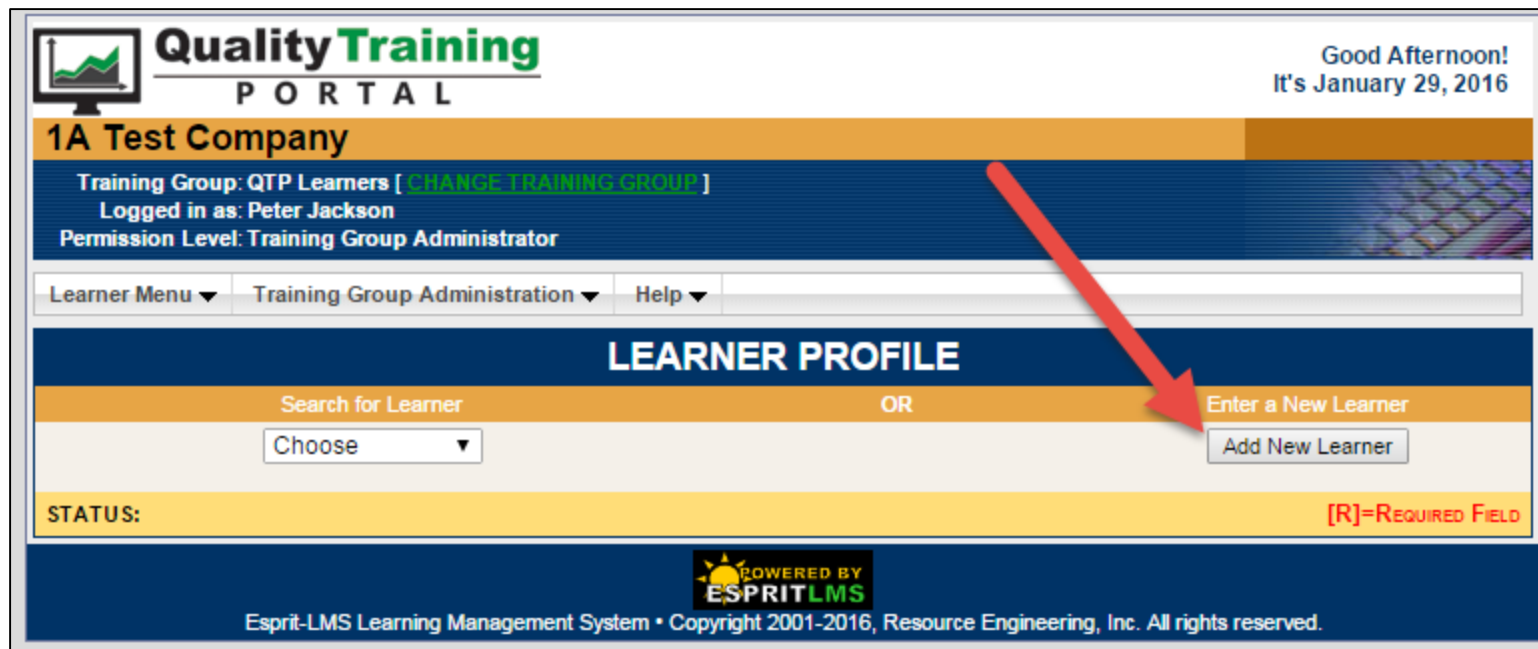


The screenshot displays the Quality Training Portal interface. At the top left is the logo and the text "Quality Training PORTAL". To the right, it says "Good Afternoon! It's January 29, 2016". Below this is a header for "1A Test Company" with sub-information: "Training Group: QTP Learners [ CHANGE TRAINING GROUP ]", "Logged in as: Peter Jackson", and "Permission Level: Training Group Administrator". A navigation menu includes "Learner Menu", "Training Group Administration", and "Help". The "Training Group Administration" dropdown is open, showing options: "Add/Edit Learner Profile", "Learner Course Assignment", "Learner Progress Report", "Training Group Activity Report", and "Training Group Info". A red arrow points to the "Add/Edit Learner Profile" option. The main content area shows a "WELCOME PETER JACKSON" message, an "Important News!" section with a red "IMPORTANT!!" header, and a notice about an 8-D workshop on January 25, 2016. At the bottom, there is a "QualityTrainingPortal News" section with the heading "Using QualityTrainingPortal".

## Add a New Learner

Registration is a TWO-STEP Process. Step one is adding the new learner. Step two is assigning courses. If you are adding several people, first add all of the learners and then assign their courses.

To add a new learner click on the Add New Learner Button.



The screenshot displays the Quality Training Portal interface. At the top left is the logo and the text "Quality Training PORTAL". At the top right, it says "Good Afternoon! It's January 29, 2016". Below this is a header for "1A Test Company" with sub-information: "Training Group: QTP Learners [ CHANGE TRAINING GROUP ]", "Logged in as: Peter Jackson", and "Permission Level: Training Group Administrator". A navigation bar contains "Learner Menu", "Training Group Administration", and "Help". The main section is titled "LEARNER PROFILE" and features two options: "Search for Learner" (with a "Choose" dropdown) and "Enter a New Learner" (with an "Add New Learner" button). A red arrow points to the "Add New Learner" button. At the bottom, there is a "STATUS:" label and a "[R]=REQUIRED FIELD" note. The footer includes the "POWERED BY ESPRITLMS" logo and the text "Esprit-LMS Learning Management System • Copyright 2001-2016, Resource Engineering, Inc. All rights reserved."

TIP: If you have 20 or more learners to add, call us to learn more about our FREE Bulk Upload service. We will provide you with an Excel template to fill out and will then automatically add and register your learners for their training.

## Complete the Learner Profile

Fill in all of the requested information. Items with the [R] are required. It is not necessary to check the option to notify the learner by email. An email with login details automatically goes out to learners when a course is added or the Target Completion Date for a course is changed.

**LEARNER PROFILE**  
Add New Learner

**STATUS:**

**LEARNER INFORMATION**

Company Name 1A Test Company

Learner Name [R] ?

Learner Identifier ?

Training Group [R] Engineering Department

Supervisor ? Choose

Telephone Number

Email Address [R] ? If learner does not have an e-mail address

Username [R] ? Please use the e-mail address unless one

Password [R] ?

Active Status ? Yes

**LEARNER PERMISSIONS**

Permission Level [R] ? Learner

Catalog Access: [R] May Self-Assign Courses

Credits Used: ?

Credits Available: ? (Enter \*0\* so credits are not limited to this level, see Tooltip ? for mo

Check here  to notify this Learner by email (requires a valid email address)

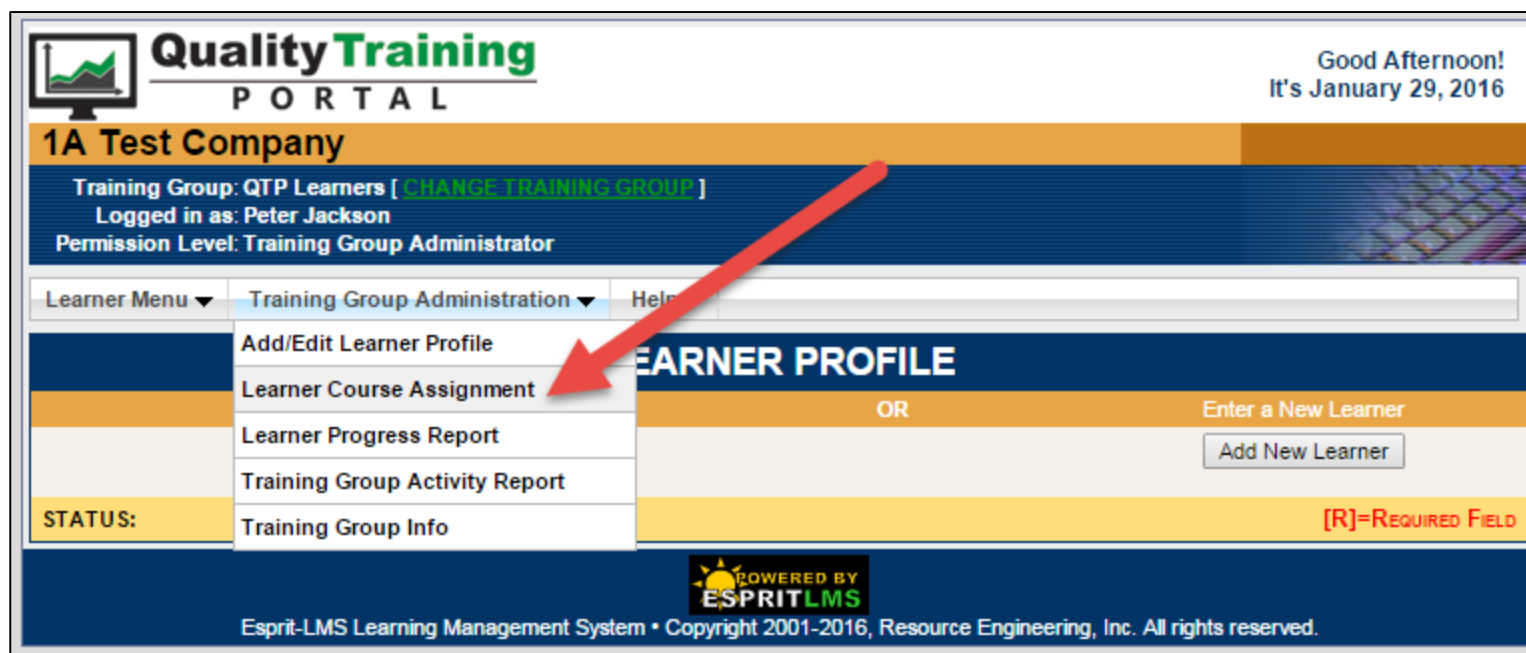
Add Reset

TIP: Our login system is CASE SENSITIVE. To avoid confusion and frustration for your learners, we recommend using ALL LOWER CASE letters for the email address/ username.

TIP: Use the password: qtraining when you are setting up new learners. This password will prompted the learner to change the password when they log into the system the first time.

## Add Courses

Now that you have created a profile for the learner, you can add courses to the learner's records. Select the "Learner Course Assignment" item on the Training Group Administration menu and then select the appropriate learner.



The screenshot displays the Quality Training Portal interface. At the top left is the logo for Quality Training PORTAL. The user is logged in as Peter Jackson, a Training Group Administrator, for the training group '1A Test Company'. The page title is 'LEARNER PROFILE'. A dropdown menu for 'Training Group Administration' is open, with a red arrow pointing to the 'Learner Course Assignment' option. Other options in the menu include 'Add/Edit Learner Profile', 'Learner Progress Report', 'Training Group Activity Report', and 'Training Group Info'. The page also features a 'STATUS:' label, a 'Powered by ESPRITLMS' logo, and a footer with copyright information for Esprit-LMS Learning Management System.

## Assign Courses


Check the courses you wish to assign. The "Target Completion Date" is the default that is set for the Training Group - change that if you wish. When you click on "Update" an email will automatically be sent to the learner with course registration and login information AND the appropriate credits will be deducted from your account.

**Anthony Abbott has used 2.0 total credit(s) to date.**

**COURSE ASSIGNMENT** Courses in green are already assigned.

Number of Credits	Select a Course Name	Target Completion Date
1.0	<input checked="" type="checkbox"/> 8D Problem-Solving	Jan 15 2016
0.5	<input type="checkbox"/> Advanced Control Charts	Feb 28 2016
0.5	<input type="checkbox"/> Advanced Process Capability	Feb 28 2016
1.0	<input type="checkbox"/> Advanced SPC	Feb 28 2016
1.0	<input checked="" type="checkbox"/> Basic SPC	Feb 28 2016
1.0	<input type="checkbox"/> Basic SPC for Business Processes	Feb 28 2016
0.5	<input type="checkbox"/> Team Mapping	
0.5	<input type="checkbox"/> Visual Workplace Basics	
1.0	<input type="checkbox"/> Seamless Login Test - Introduction to	

making selection above, click

**Update**  **Edit Learner Profile**

When you click "Update" an email will be sent to the learner with their enrollment and login information and a copy of that email will go to the Primary Training Group Administrator if that option is selected for the account.