

WE BUILD NTARIO

ONTARIO GENERAL CONTRACTORS ASSOCIATION



A How-to Guide for Employers

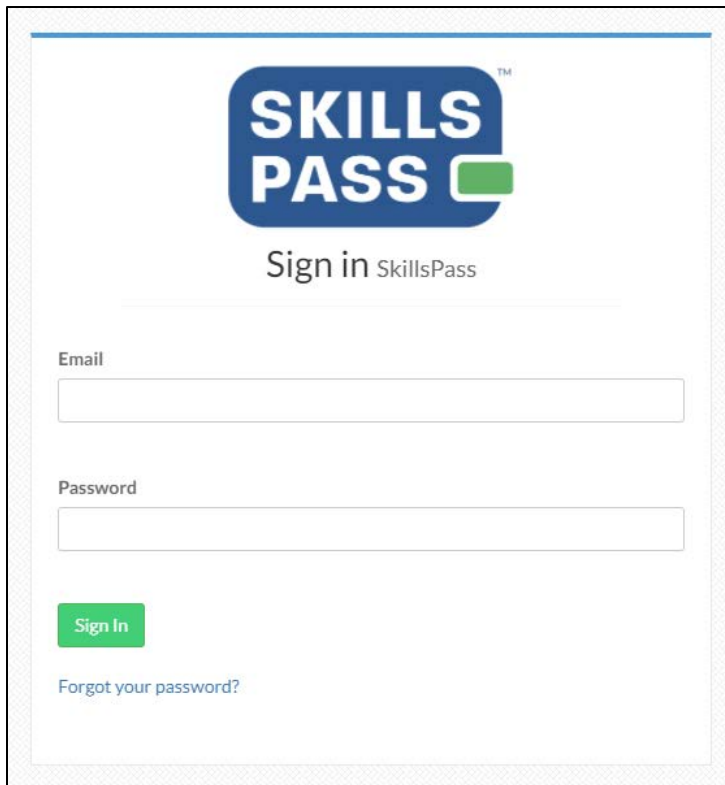


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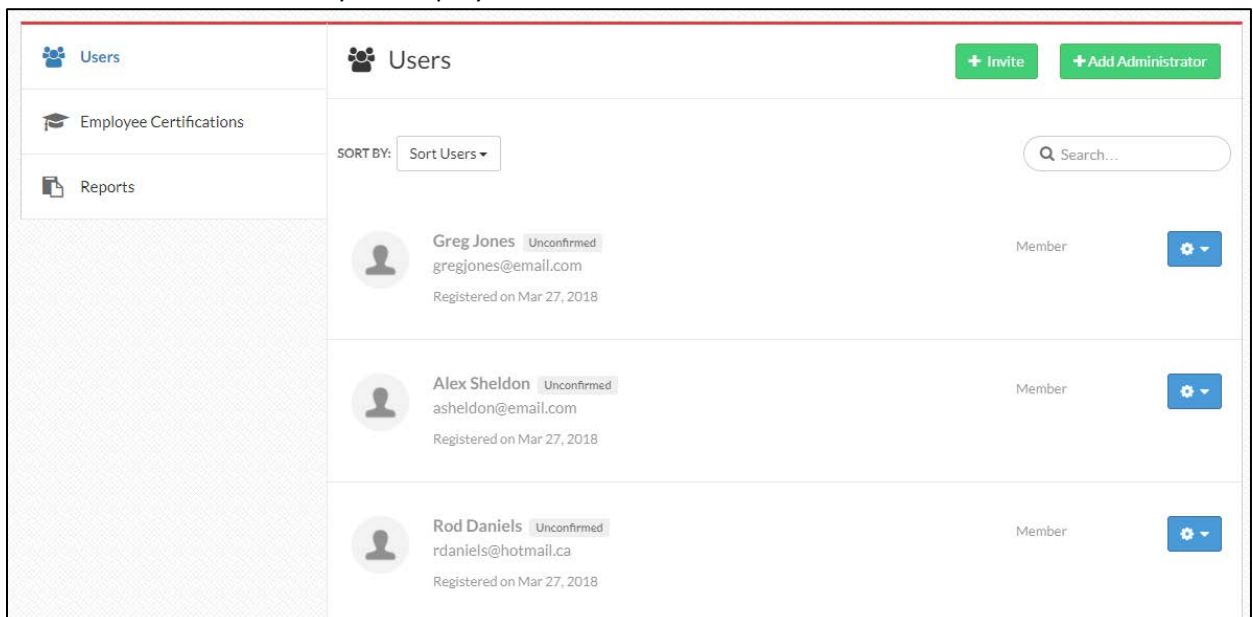
Logging into your employer network

1. Access the employer admin URL at: <https://myskillspass.bluedrop.io/app/login>
2. Enter your employer email and password then select “**Login**”



The image shows a login form for SkillsPass. At the top is the SkillsPass logo. Below it is the text "Sign in SkillsPass". There are two input fields: "Email" and "Password". Below the "Password" field is a green "Sign In" button. At the bottom left, there is a link that says "Forgot your password?".

3. You will then be taken in to your employer network in SkillsPass

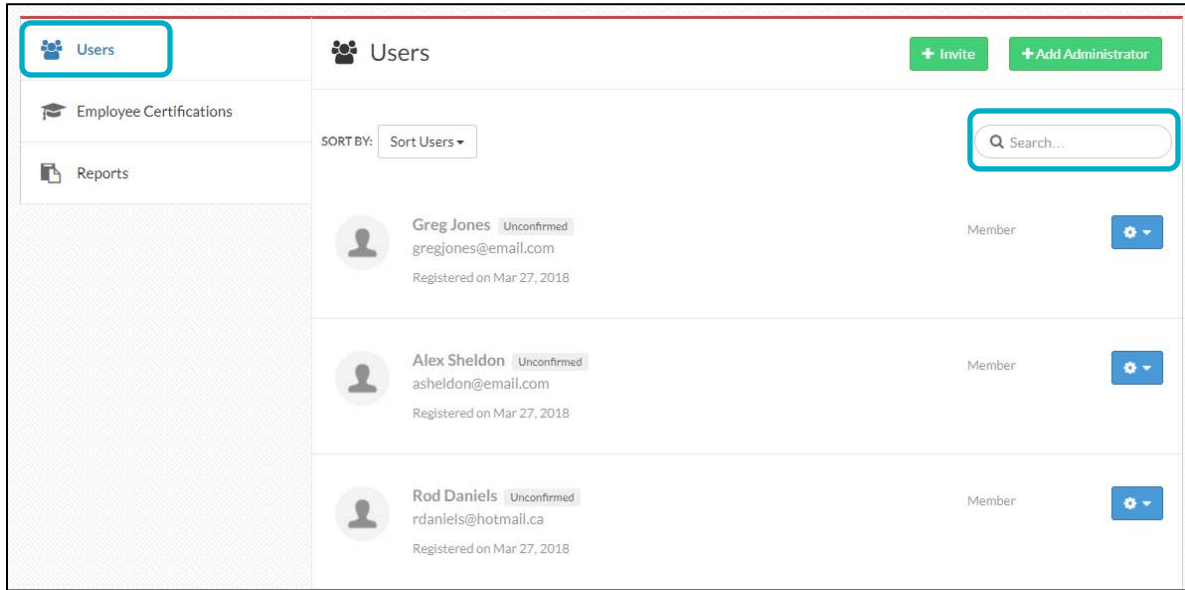


The image shows the "Users" management interface in SkillsPass. On the left is a sidebar with navigation options: "Users", "Employee Certifications", and "Reports". The main content area is titled "Users" and includes a "+ Invite" and "+ Add Administrator" button. Below this is a "SORT BY:" dropdown menu set to "Sort Users" and a search bar. The user list contains three entries:

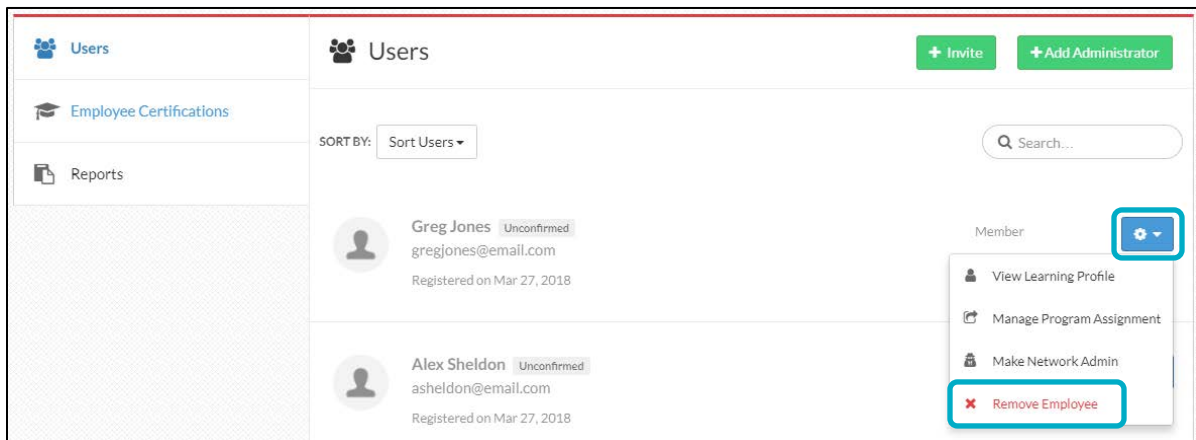
Name	Status	Email	Role	Action
Greg Jones	Unconfirmed	gregjones@email.com	Member	Settings
Alex Sheldon	Unconfirmed	asheldon@email.com	Member	Settings
Rod Daniels	Unconfirmed	rdaniels@hotmail.ca	Member	Settings

Managing Employees

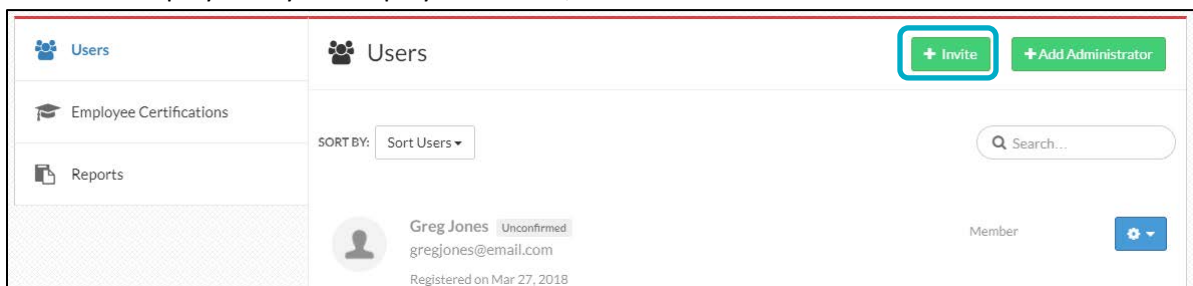
1. To manage employees in your employer network, select the **“Users”** tab on the left side of the page. From the Users page, you can use the search function to locate users you would like to manage.



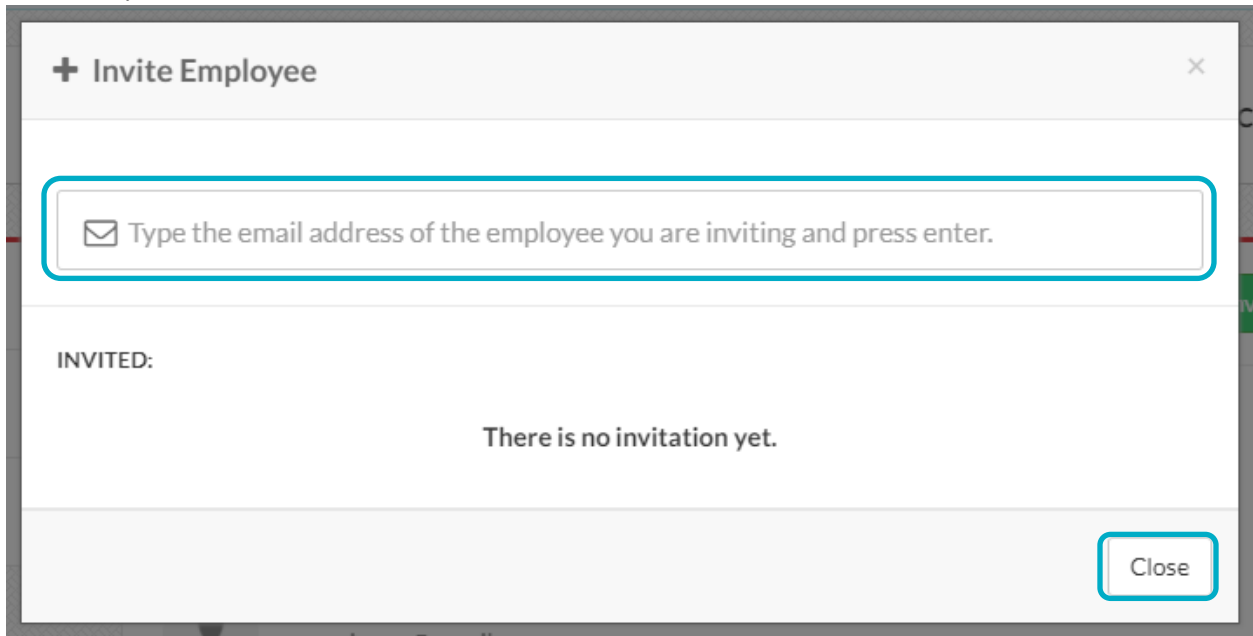
2. Select the **“Gear”** icon next to a user to make changes to them in the network. To remove a user from your network, select **“Remove Employee”**



3. To add an employee to your employer network, select **“invite”**



4. Enter your employees email address in the to field and press “**enter**” on your keyboard to send out the invitation. Your employees will receive an email asking to approve the addition of their training record to your network. Select “**Close**” when finished



Viewing Employee Certification Status

1. Select “Employee Certifications” on the left side of the page. You will 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

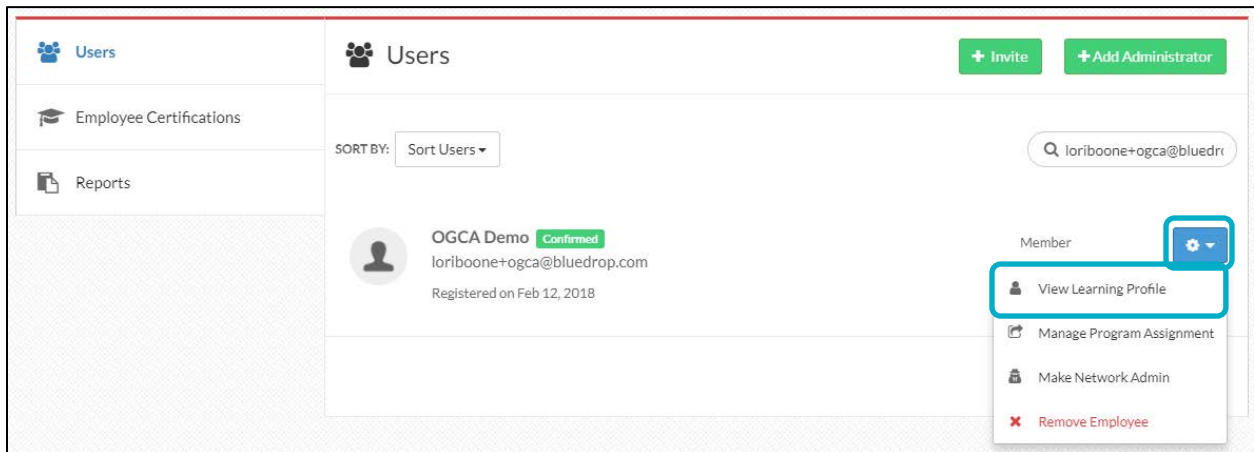


Employees with training records will be listed here with the following information:

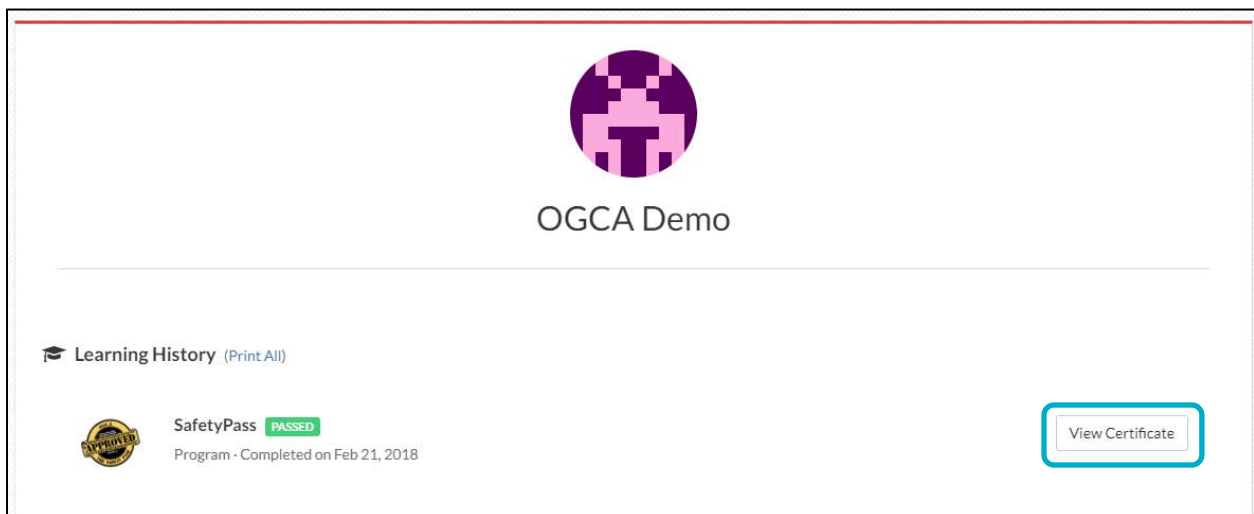
- Name/Email
- Status of certification
- Expiry date of their certificate
- Registered date of the certificate
- Product name is the name of the certification

Accessing employee certificates

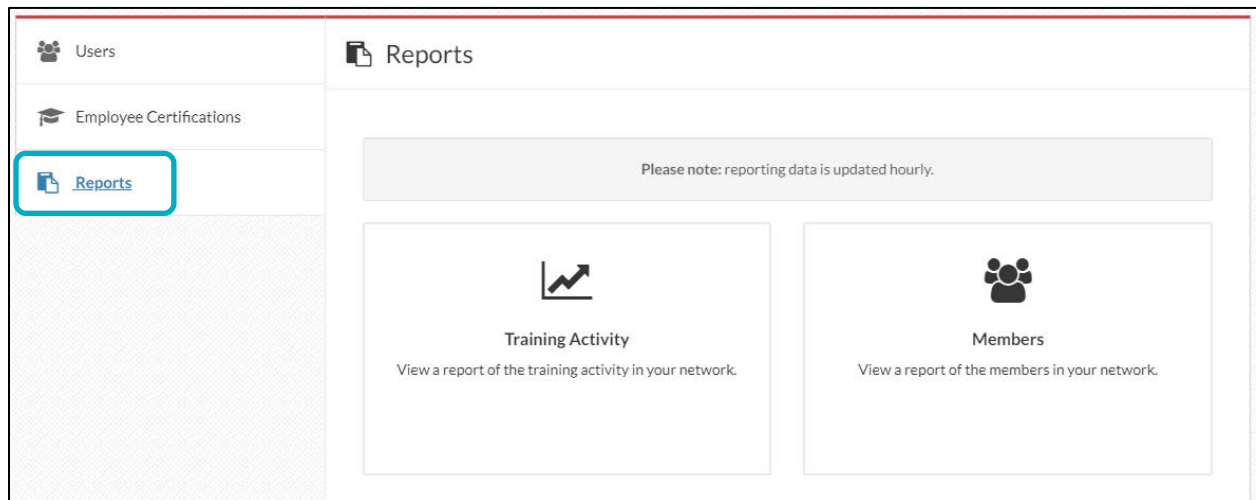
1. To access a copy of a students training certificate, navigate to the “**Users**” tab on the left side of the page. You can use the search function to look up a specific user.
2. Once you have located the user you wish to obtain a certificate for, select the “**Gear**” icon next to their name and select “**View Learning Profile**”



3. The users learning profile will open in a new tab or window. You will be presented with the users name and their learning history listed below. Select “**View Certificate**” to open the users certificate in a new tab or window.



Accessing Reports in your employer network



Training Activity – This is a report on the training activity of the employees in your network. Please allow **1 hour** for this report to be updated after training is finished.

The information provided is customized to your location, and contains the following information:

- **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

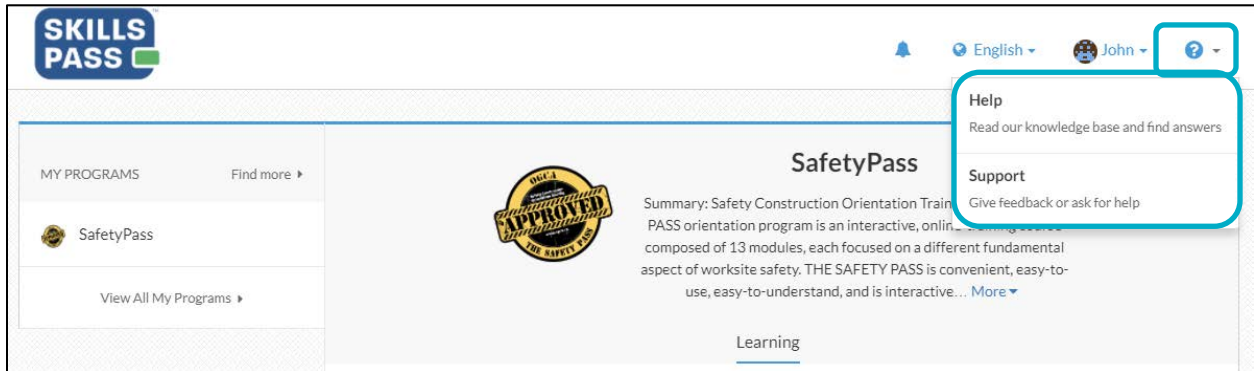
Member – This is a report on employees registered in your network. Please allow **1 hour** for this report to be updated after training is finished or a new employee is added.

The information provided is customized to your location, and contains the following information:

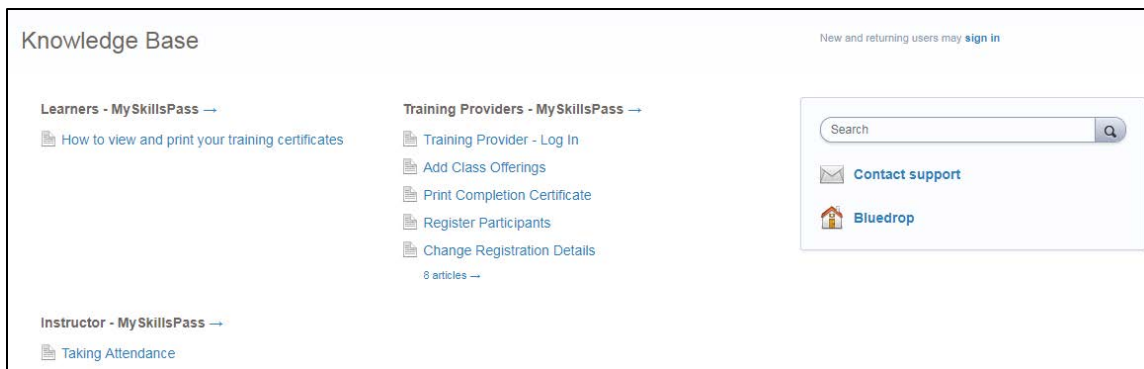
- **Email** – The email address of your employee
- **Name** – The name of your employee
- **MySkillsPass#** - The employees system generated ID
- **Worker Status** – This will indicate if the user is a current or former employee
- **UserConfirmation Date** – The date the employee confirmed their account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

Need Help? Have a question?

1. Contact us directly via: support@myskillspass.com
2. Select the “?” in SkillsPass



3. Selecting “Help” will take you to our knowledge base with articles on how to use the system



4. Selecting “Support” will open a dialog box where you can send a request in to our support team

