



RadCerts

Step-By-Step

# INSTRUCTIONS FOR TRAINING MANAGERS

Find a problem? [Support@radcerts.com](mailto:Support@radcerts.com)

## **A Few Notes:**

Welcome emails may appear in spam.

If students don't have emails, you can make up imaginary ones that they will use for login.

An easy method of training large groups may be to add students in bulk with `firstname@yourcompany.xyz`, and give them each the same password (must be 6+ characters).

Students' certificates will show their names exactly as you enter them, so remember to capitalize the first characters.

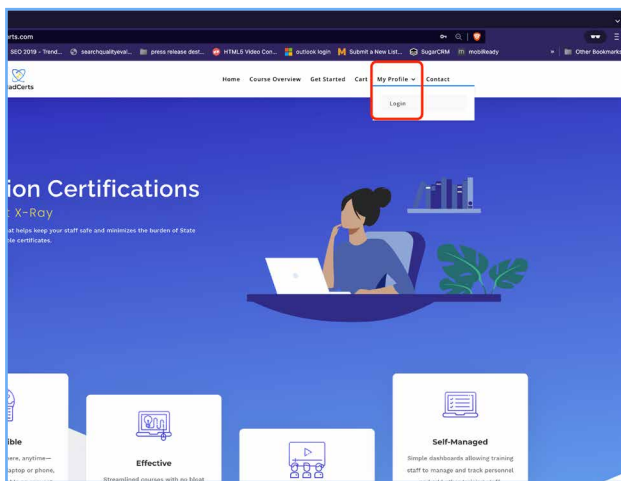
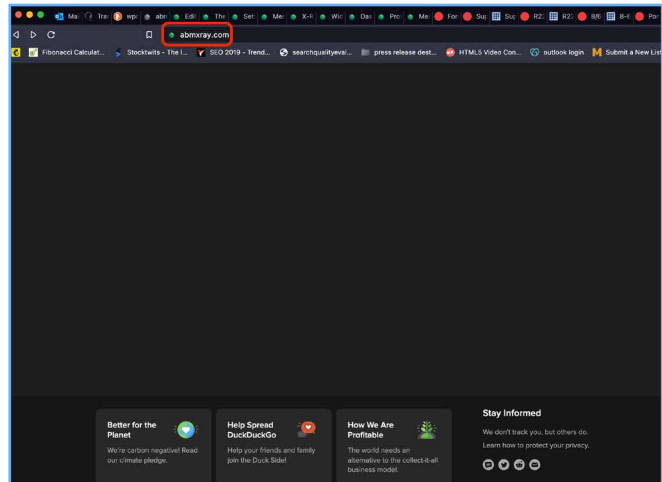
Incorrectly answered questions will be shown at the end of each lesson's quiz, but not the answers. Transcripts are provided for easy searching with "ctrl f".



**RadCerts**

## Step 1

Go to RadCerts.com (or click the link in the email you received.)

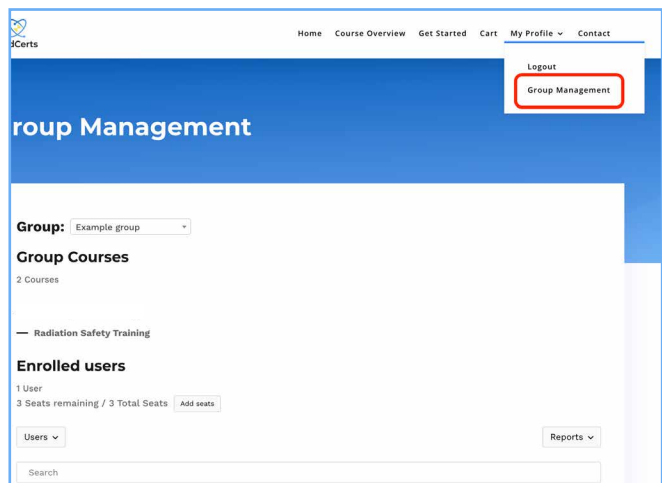


## Step 2

Log In with your credentials.

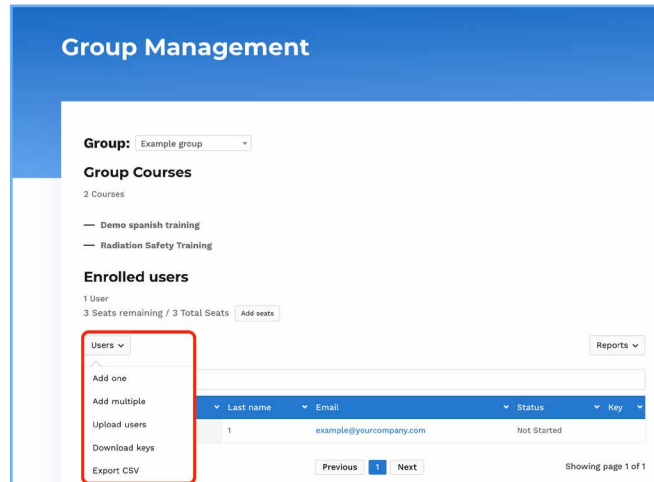
## Step 2.1

After login you will be taken to the Group Management page automatically. To get back here if you get lost, it's under "My Profile" in the header.

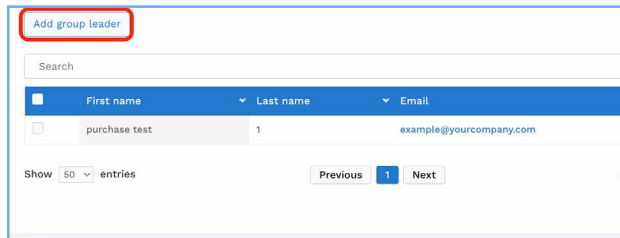


### Step 3

Add single or multiple students to their group using the built-in interface, or by uploading a CSV. (The CSV template is downloaded from the dialogue box you see after clicking "Upload Users"). Accounts will be activated upon adding, and emails will also be sent to them.



*If students aren't familiar with computers, the favored SOP of most is to set passwords for them.*

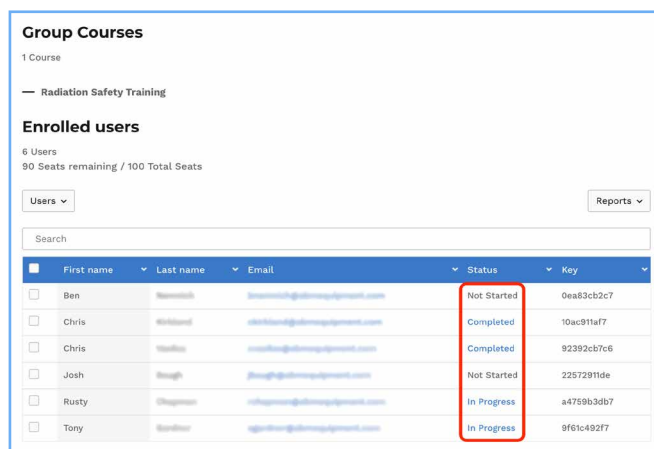


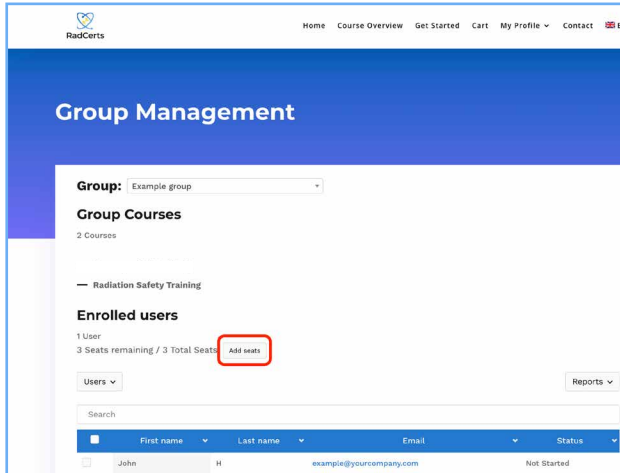
### Step 3.1

More admin can be added as group leaders at the bottom if needed.

### Note

Each students' progress will appear under the Status header.



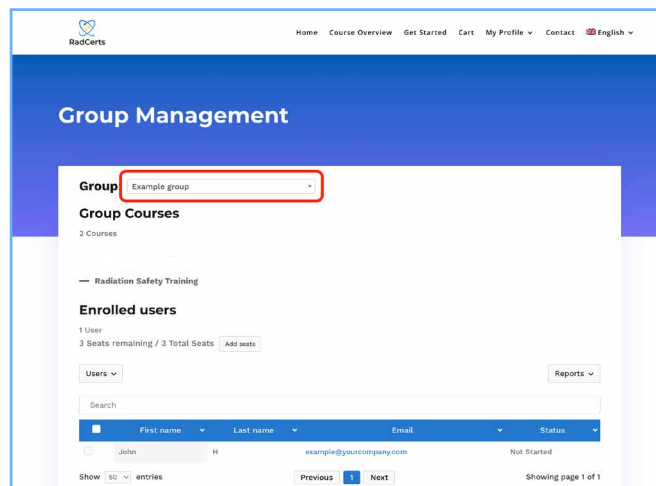


## Adding Seats

To add more seats to a group, use the button in that group; purchasing another group of licenses as you did before will create another one.

## Switching Groups

If you purchased separate groups for multiple sites or languages (releasing early 2023), simply use the drop-down menu at the top of the page.



## Did Something Break?

### Phone

+1-503-739-4025

### Email

support@RadCerts.com

