

Welcome to the SkillsPass Employer Guide.

Before we get started, let's make sure you are using a supported browser. Chrome, Firefox, Edge, and Safari are a-ok. If you are trying to use Internet Explorer, prepare to be frustrated. It is enjoying a well-earned retirement.

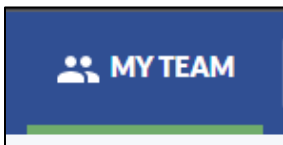
Have you been here before? If you have, maybe you're interested in heading to the good parts:

- [Help](#)
- [My Team](#) There is no I but there is a My
- [Worker Search](#) Like Tinder but for locating employees and not romantic
- [Certificates](#) Unlike above, there are two I's
- [Reports](#) Captain Picard isn't the only one that loves data

When accessing your employer network, there are three main things you will want to do; access your team, add members to your team via Worker Search, and access employee training records in Certificates.

My Team

Let's start by checking out your team.



When you sign in, you will see current members of your network. Members will be listed alphabetically by last name.

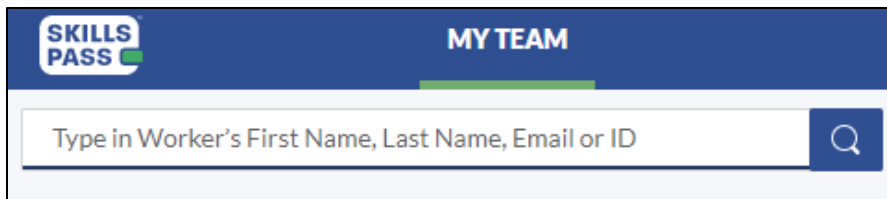
You will notice that members are also listed by first name, SkillsPass ID, partial email address, phone number (if provided), location, and primary employer.

SKILLS PASS WORKER SEARCH CERTIFICATES						
Type in Worker's First Name, Last Name, Email or ID						
Last Name	First Name	SkillsPass ID	Email Address	Phone Number	City	Primary Employer
Alzugaray	Ludivina	JSZHN4	*****319@30a.dev			Bluedrop ISM
Amendt	Marisha	FNEXVA	*****144@30a.dev			Bluedrop ISM
Angleton	Cyrus	54FAGZ	*****mo2@myskillspass.com	*****793		Donovan Homes
Aragan	Candida	HG7P6Z	**rsh@30a.dev			Bluedrop ISM
Aragon	Kimberley	8AC7SK	*****546@30a.dev			Bluedrop ISM
Arjune	Adriane	CSX6P4	*****54m@30a.dev	*****412	Santa Monica	Bluedrop ISM
Baute	Deena	DDW5QP	*****683@30a.dev	*****885	Toronto	Bluedrop ISM
Beagle	Jerica	FNMY9W	****ort@bluedrop.com		St. John's	Bluedrop
Beagle	Randall	V2UNAP	*****kag@30a.dev			Bluedrop ISM
Belak	Kelra	NGSNJ4	*****ruz@myskillspass.com		St. John's	MySkillsPass Employer

Members of your team are listed 10 per page. If there are more than 10 members of your team, you can scroll by selecting the page number, clicking the arrow, or selecting 'last'.

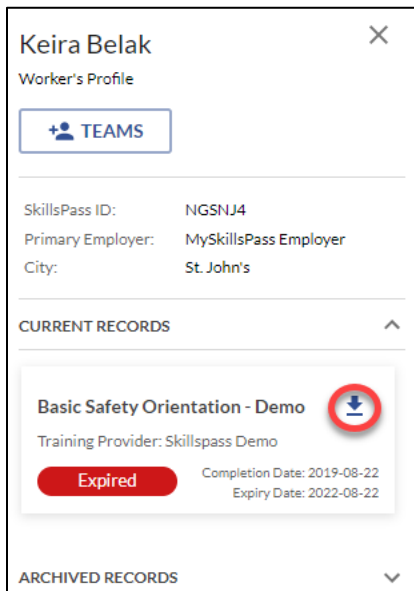


You can also use the search option to find a specific team member.



The screenshot shows the top navigation bar of the SkillsPass application. On the left is the 'SKILLS PASS' logo. In the center is a blue header with the text 'MY TEAM'. Below this header is a search bar with the placeholder text 'Type in Worker's First Name, Last Name, Email or ID' and a magnifying glass icon on the right.

You can access a member's records by clicking anywhere on their profile. You can download a copy of their certificate by clicking on the download icon.



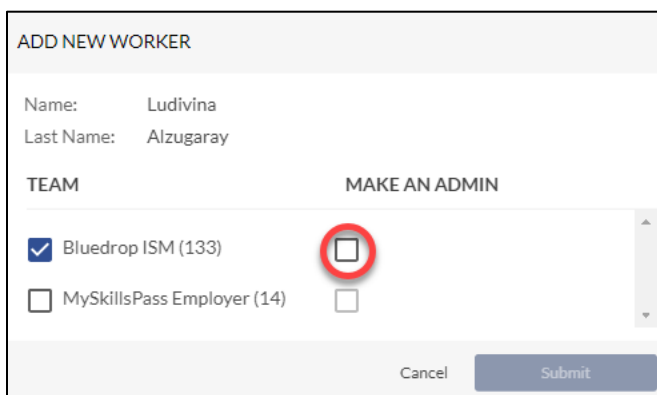
The screenshot shows a worker's profile for 'Keira Belak'. At the top is the name and a close button. Below is the 'Worker's Profile' section with a '+ TEAMS' button. Further down are fields for 'SkillsPass ID: NGSNJ4', 'Primary Employer: MySkillsPass Employer', and 'City: St. John's'. A section titled 'CURRENT RECORDS' is expanded, showing a record for 'Basic Safety Orientation - Demo' with a download icon circled in red. The record is marked 'Expired' and shows completion and expiry dates. At the bottom is an 'ARCHIVED RECORDS' section with a downward arrow.

Members of your team that have admin status will be indicated under their last name.



The screenshot shows a list of team members. The first entry is 'Bichrest' with 'Admin' written below it and circled in red. The second entry is 'Winona'.

If you would like to make a member an admin, click anywhere on their profile, click on the Team logo, then select the box under Make an Admin and hit submit.



The screenshot shows the 'ADD NEW WORKER' form. It has fields for 'Name: Ludivina' and 'Last Name: Alzugaray'. Below is a 'TEAM' section with a list of teams: 'BlueDrop ISM (133)' (checked) and 'MySkillsPass Employer (14)' (unchecked). To the right of the team list is a 'MAKE AN ADMIN' section with a checkbox circled in red. At the bottom are 'Cancel' and 'Submit' buttons.

To remove an administrator or to remove a member of your team, follow the same steps, unselect the box, and hit submit.

ADD NEW WORKER

Name: Winona
Last Name: Bichrest

TEAM

MAKE AN ADMIN

- ☐ Bluedrop ISM (133)
- ☒ MySkillsPass Employer (14)

☐

Cancel

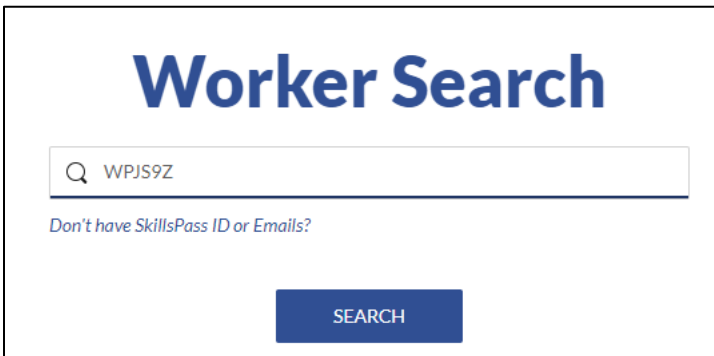
Submit

Worker Search

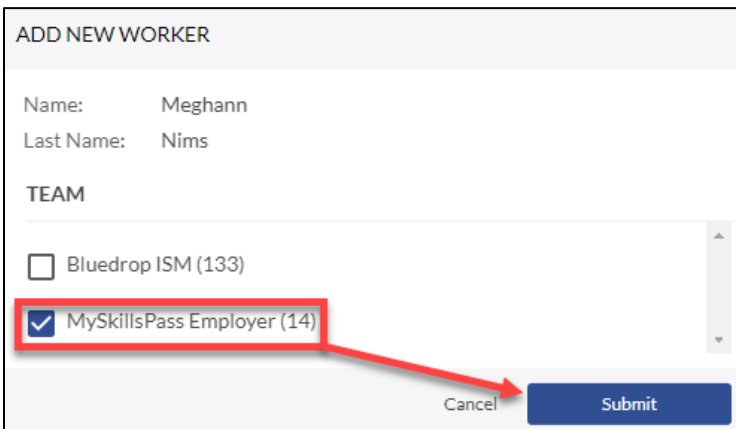
If you need to add employees to your team, you will want to use Worker Search



The quickest way to locate a worker in the system is by SkillsPass ID or email address. Keep in mind that some people use personal email addresses for their profile.

A white rectangular box representing the Worker Search interface. At the top, the text "Worker Search" is in large blue font. Below it is a search input field with a magnifying glass icon and the text "WPJS9Z". Under the input field, there is a link that says "Don't have SkillsPass ID or Emails?". At the bottom center is a blue button with the text "SEARCH" in white.

If the search result matches the employee you are trying to add, click on the result to bring up their Worker Profile. To add them to your team, select the Team button. Select the box under Team and hit submit. If you are an admin for multiple employer networks, they will be listed under Team. Choose the network you wish to add the employee to.

A form titled "ADD NEW WORKER". It contains fields for "Name:" with the value "Meghann" and "Last Name:" with the value "Nims". Below these is a section titled "TEAM" with a scrollable list of options. The first option is "Bluedrop ISM (133)" with an unchecked checkbox. The second option is "MySkillsPass Employer (14)" with a checked checkbox. A red box highlights the "MySkillsPass Employer (14)" option, and a red arrow points from it to a blue "Submit" button at the bottom right. A "Cancel" link is also visible next to the Submit button.


If the worker is not already a member of your employer network, information like SkillsPass ID, email address, and phone number will be partially redacted.

Name	SkillsPass ID	Email Address
Meghann Nims	***S9Z	*****min@bluedrop.com

If you don't have the worker's email address or SkillsPass ID, don't worry, there is still a way to locate them with Worker Search. Fill out at least two of the following fields for better results: Last name, first name, phone number, postal code.

Don't have SkillsPass ID or Emails?

Fill in at least 2 fields for better results.

Last Name	Phone Number
Pallanes	 +1
First Name	Postal Code
Cher	A1A 1A1

Like before, click on the preferred result. You might be required to provide more information like email address, phone number, or postal code before you can add to your team.

Cher Pallanes


Worker's Profile

+ TEAMS

The worker you're searching for is not associated with your company. Please provide one piece of additional personal info to be able to check the worker's certificate data.

Please fill in at least one field in order to proceed

Email Address:

Mobile Number:
 +1

Postal Code:

PROCEED

To return to your team, select My Team.

 MY TEAM

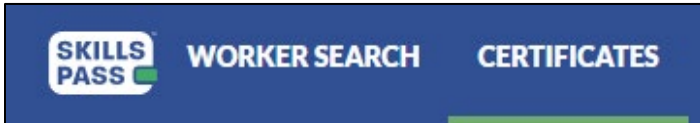
HELP ▾

EN ▾

SIGN OUT

Certificates

Now that you have built your team, let's start accessing some certificates.



Your team will be listed alphabetically by last name.

Workers
Total by Certificate
Marisha AmodtBluecrop ISM
Kimberley Aragon Bluecrop ISM
Adriane ArjuneBluecrop ISM
Deena BauteBluecrop ISM

Certificates will also be listed alphabetically (left to right).

Basic Safety Orientation PLUS	Certificate test	Example Course
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If you want to access the records of a specific employee, you can use the search function. To go back to the full list of your team's training, clear the search and hit enter.

Employee Name	
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If the certificates page is looking way too busy, you can filter by completion date, status, or course.

COMPLETION DATE	CERTIFICATE STATUS	COURSE
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Completion date let's you narrow your search to a specific day or date range.

COMPLETION DATE

CERTIFICATE STATUS

Trainee's Certificate Completion Date

Start Date

End Date

<

December

>

2022

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Clear

Apply

Status let's you search all certificates, expired, expiring soon, and certified which are certificates with an expiry date that are still valid.

CERTIFICATE STATUS

Trainee's Certificate Status

☐ All
 ☐ Certified
 ☐ Expiring Soon
 ☐ Expired

Clear

Apply

Courses let's you filter by specific training.

COURSE

Courses associated with Trainee

Q Search for Course

There are more than 10 items. Please refine the search.

☐ All
 ☐ Basic Safety Orientation ...
 ☐ Basic Safety Orientation ...
 ☐ Certificate Test


Once you have selected your preferences in one of the filters, hit Apply. To return to the previous view, select clear.

Clear

Apply

Reports

You have the ability to download a report based on your customized search.

Employee Name		COMPLETION DATE	CERTIFICATE STATUS Certified	COURSE 2 Selected
Workers	SkillsPass ID	Total Count	Basic Safety Orientation - Demo	Certificate test
Total by Certificate		3	0	3
Dominique Wellbacher MySkillsPass Employer	59S3PF	3	NA	<div><div>Certified</div><div>Certified</div><div>Certified</div></div>
				DOWNLOAD REPORT (CSV) 

As well, you can save the report. The information on your saved report will update the information of your search parameters. For example, if you add new team members that fit the specifics, they will be added to the report.

★ SAVE REPORT ≡ ★ LOAD REPORT

CERTIFICATE STATUS
Certified

COURSE
2 Selected

SAVE YOUR REPORT

Save Your Report

Example 1

After saving this report, you may load it anytime by using Load report option.

Cancel Save

You can access the report under Load Report. Find the report you are looking for and click Load.

★ SAVE REPORT ≡ ★ LOAD REPORT

YOUR SAVED REPORTS

Example 1
1:40PM / 20.12.2022
Delete

Load

ExampleReport
1:42PM / 06.12.2022
Delete

Load

Example Report
1:40PM / 06.12.2022
Delete

Load

Test
11:27AM / 01.12.2022
Delete

Load

Demo Report
3:05PM / 21.01.2021
Delete

Load

Cancel

You can also download a copy of your report at any time by selecting Download Report in the bottom right corner.



Help

Hopefully this guide answered all of your questions. If it didn't you can access knowledge base articles or contact support by selecting Help at the top of the page.

