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

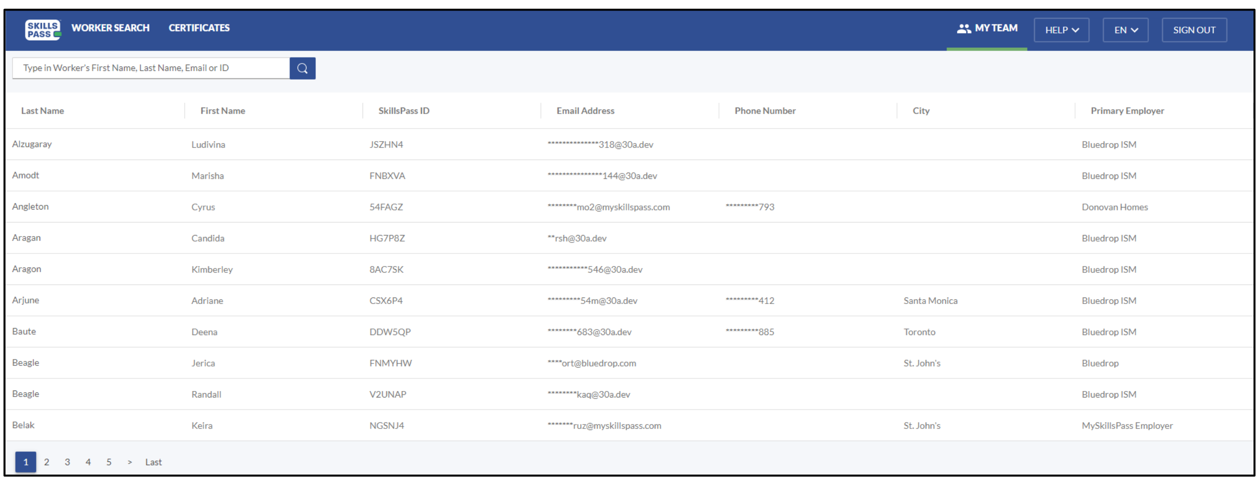
When accessing your employer network, there are three main things you will want to do; access your team, add members to your team via Worker Search, and access employee training records in Certificates.

My Team

Let's start by checking out your team.

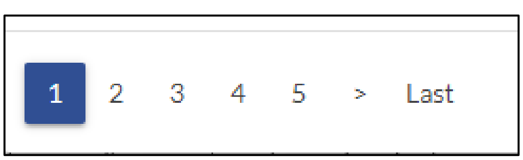
When you sign in, you will see current members of your network. Members will be listed alphabetically by last name.

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

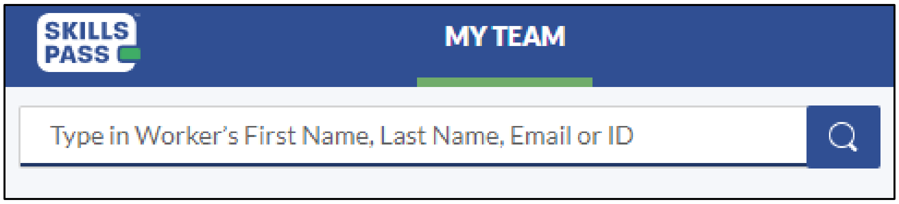


Last Name	First Name	SkillsPass ID	Email Address	Phone Number	City	Primary Employer
Alzugaray	Ludivina	JSZHN4	**************318@30a.dev			Bluedrop ISM
Amodt	Marisha	FNBXVA	***************144@30a.dev			Bluedrop ISM
Angleton	Cyrus	54FAGZ	********mo2@myskillspass.com	*********793		Donovan Homes
Aragan	Candida	HG7P8Z	**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	FNMYHW	****ort@bluedrop.com		St. John's	Bluedrop
Beagle	Randall	V2UNAP	********kaq@30a.dev			Bluedrop ISM
Belak	Keira	NGSNJ4	*******ruz@myskillspass.com		St. John's	MySkillsPass Employer

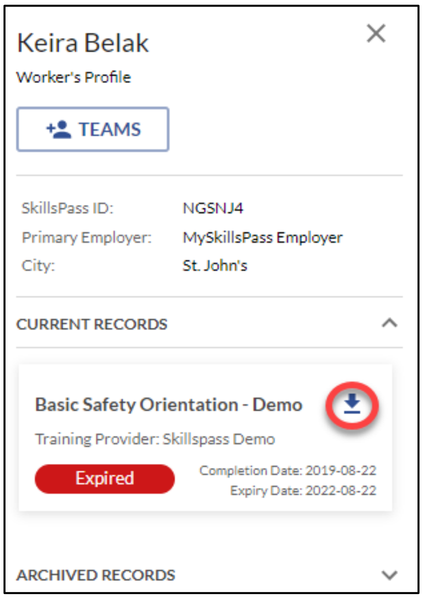
Members of your team are listed 10 per page. If there are more than 10 members of your team, you can scroll by selecting the page number, clicking the arrow, or selecting 'last'.



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

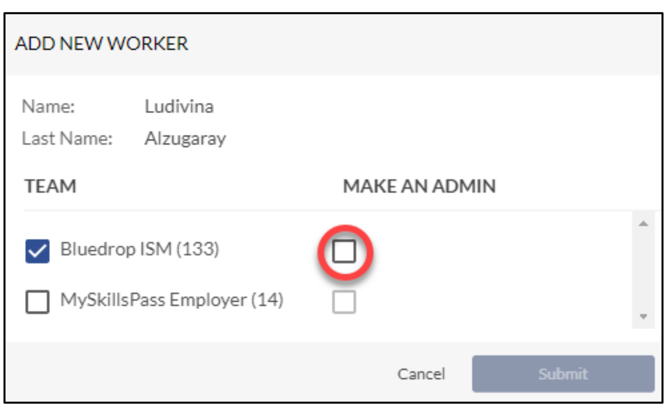


You can access a member's records by clicking anywhere on their profile. You can download a copy of their certificate by clicking on the download icon.

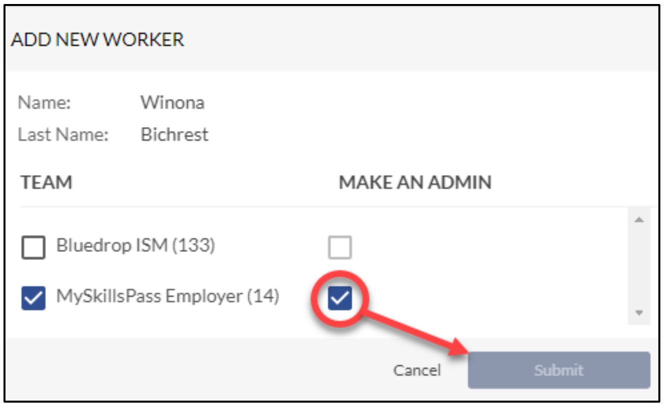


Members of your team that have admin status will be indicated under their last name.

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.



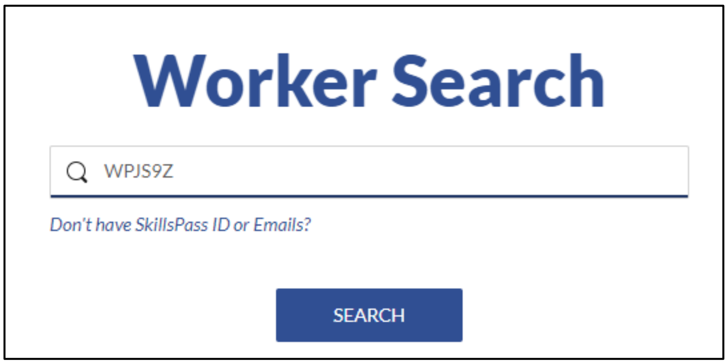
To remove an administrator or to remove a member of your team, follow the same steps, unselect the box, and hit submit.


ADD NEW WORKER
Name: Winona
Last Name: Bichrest
TEAM
MAKE AN ADMIN
Bluedrop ISM (133)
MySkillsPass Employer (14)
Cancel
Submit

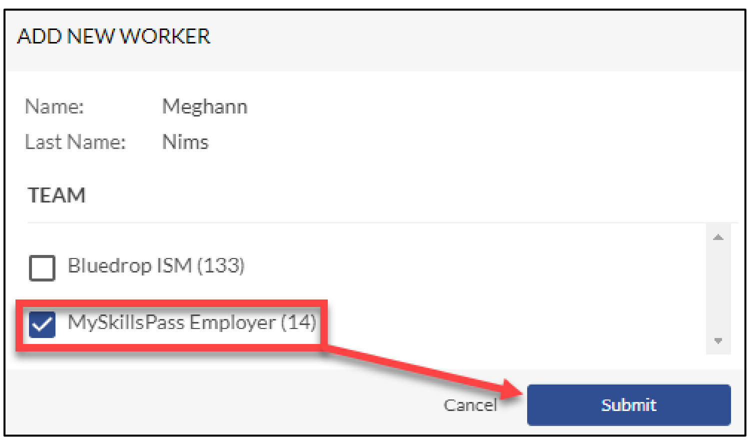
Worker Search

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 SkilssPass ID or email address. Keep in mind that some people use personal email addresses for their profile.

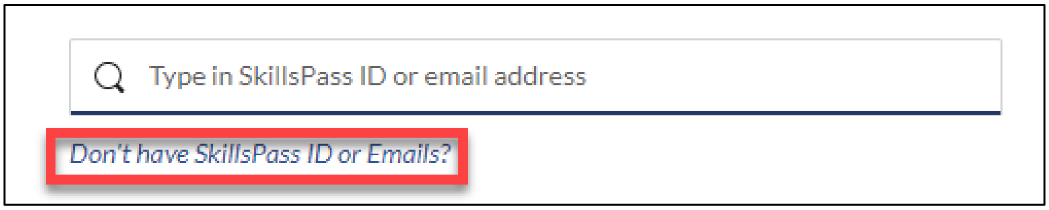


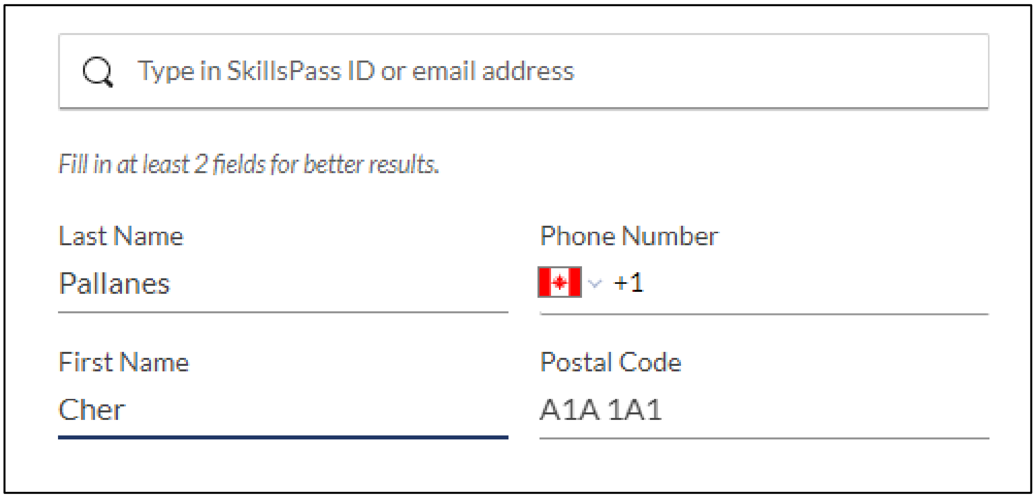
If the search result matches the employee you are trying to add, click on the result to bring up their Worker Profile. To add them to your team, select the Team button. Select the box under Team and hit submit. If you are an admin for multiple employer networks, they will be listed under Team. Choose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



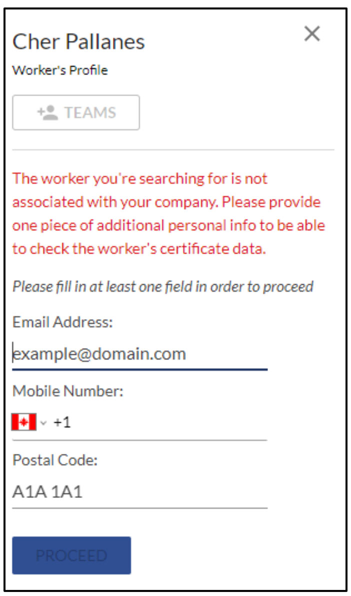
If the worker is not already a member of your employer network, information like SkillsPass ID, email address, and phone number will be partially redacted.

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.

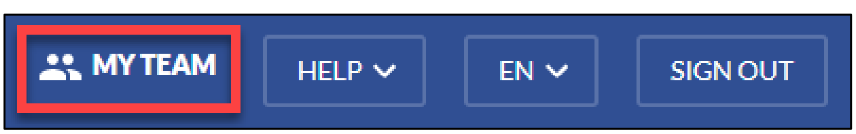




Like before, click on the preferred result. You might be required to provide more information like email address, phone number, or postal code before you can add to your team.



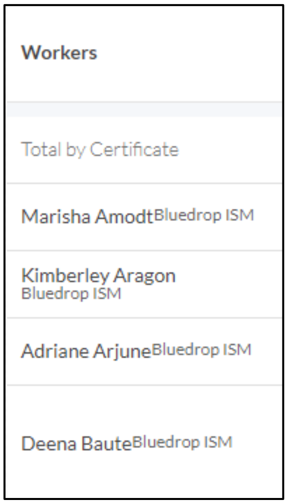
To return to your team, select My Team.



Certificates

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

Your team will be listed alphabetically by last name.

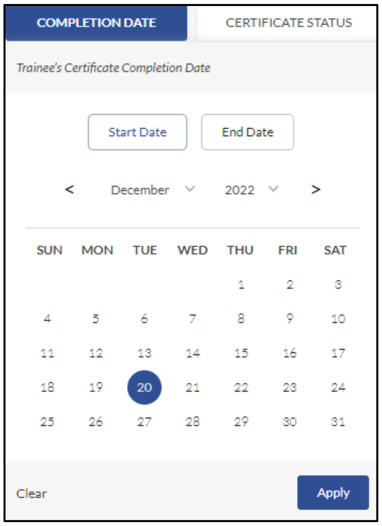


Certificates will also be listed alphabetically (left to right).

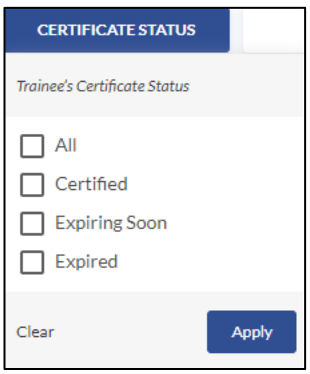
If you want to access the records of a specific employee, you can use the search function. To go back to the full list of your team's training, clear the search and hit enter.

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

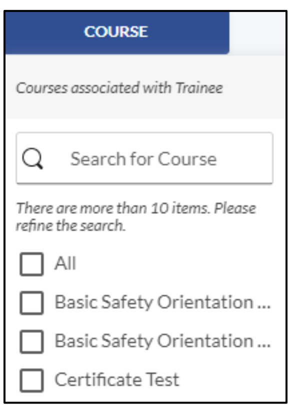
Completion date let's you narrow your search to a specific day or date range.



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



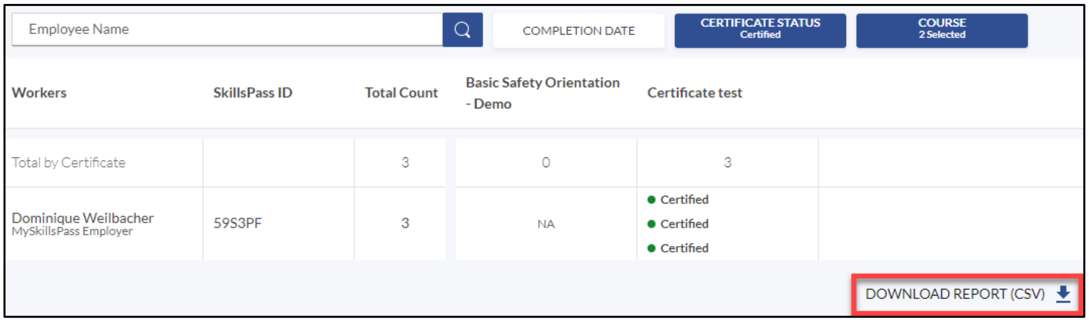
Courses let's you filter by specific training.



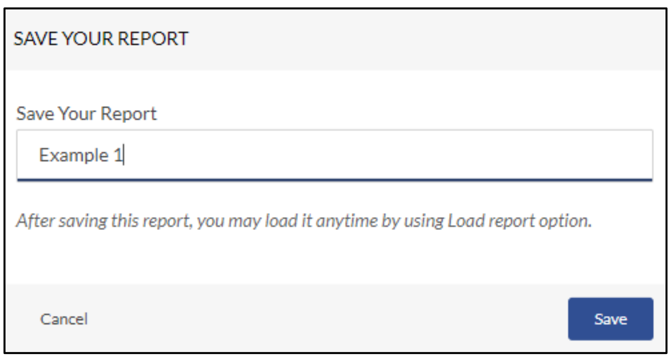
Once you have selected your preferences in one of the filters, hit Apply. To return to the previous view, select clear.

Reports

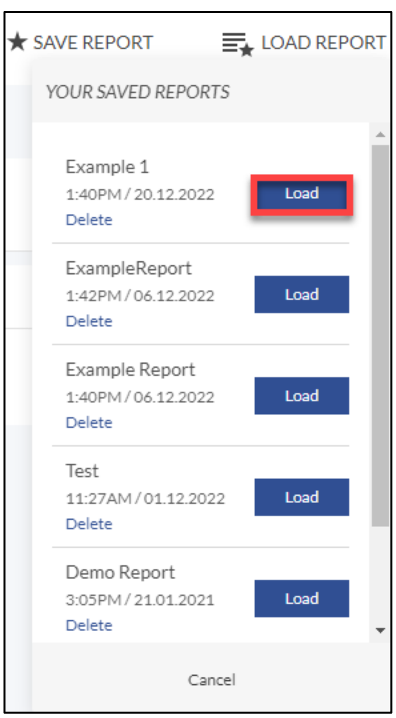
You have the ability to download a report based on your customized search.



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.



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



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.