PRO SOLUTIONS
TRAINING
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GETTING STARTED

This guide shows you what you'll need to get started with the Administrator Tool in your new Subscription.

You can print it out and follow along to get everything set up.

If you have any questions along the way, give our Client Relations team a call at (800) 939-9694. Or you can reach out via email to support@prosolutionstraining.com

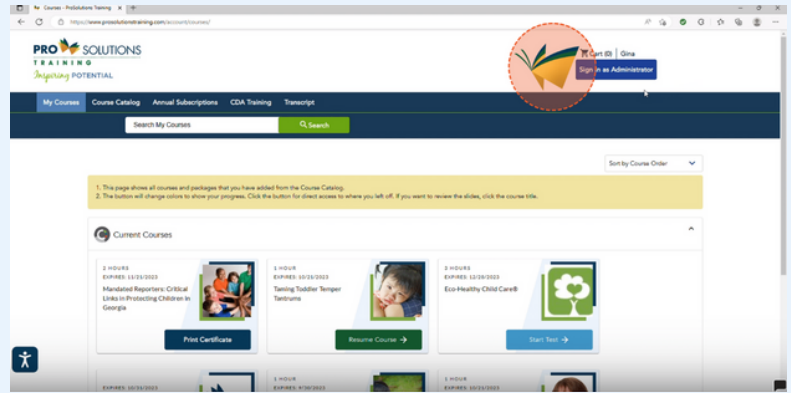Go through these step-by-step instructions, led by our butterfly mascot, Mari.

1 Visit prosolutionstraining.com and click the light blue "Sign In/Create Account" button in the top right-hand corner.
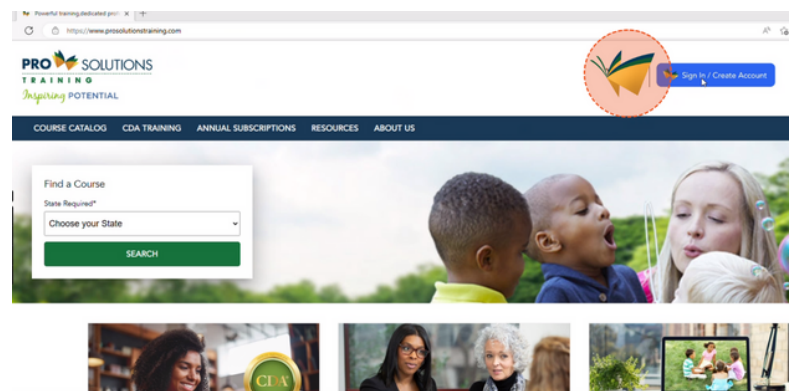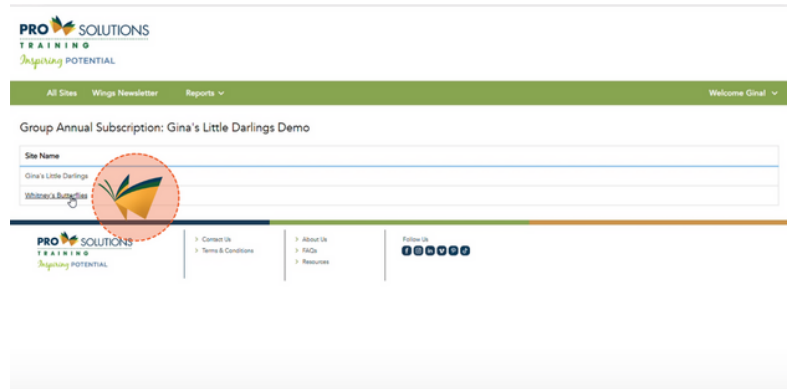
2 Once you sign in, you will now see in the top right-hand corner the dark blue "Sign In as Administrator" button.
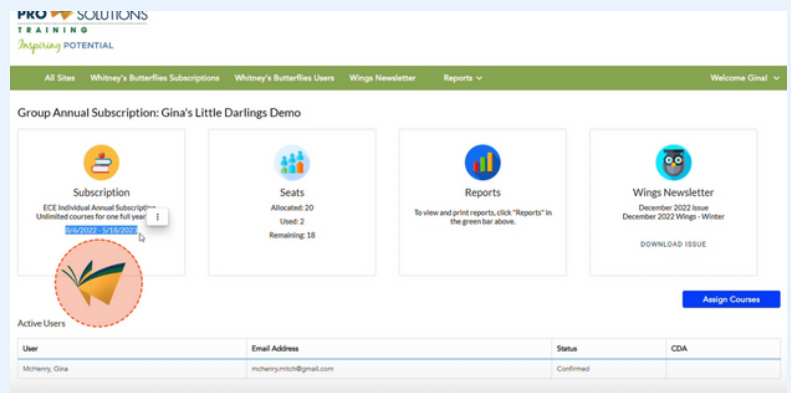

3 Click on the button, and a separate tab will open in your browser where you can see your different subscriptions for each location you are an administrator for.
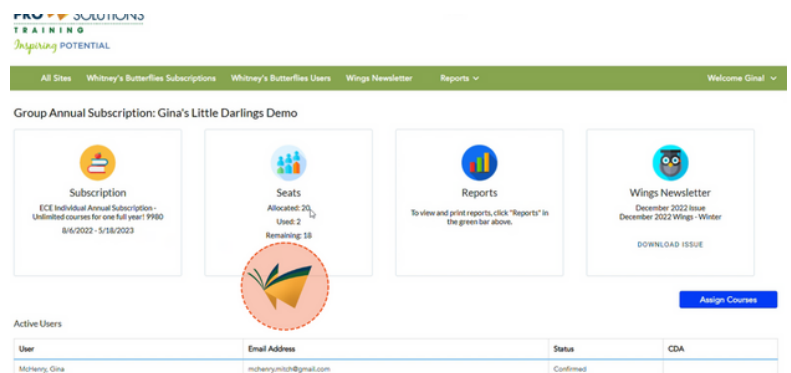

4 Once you click on the link to the center you want to view, you will see the Administrator Dashboard. You can see the date range of your subscription listed in the first block so you know when it's time to renew.
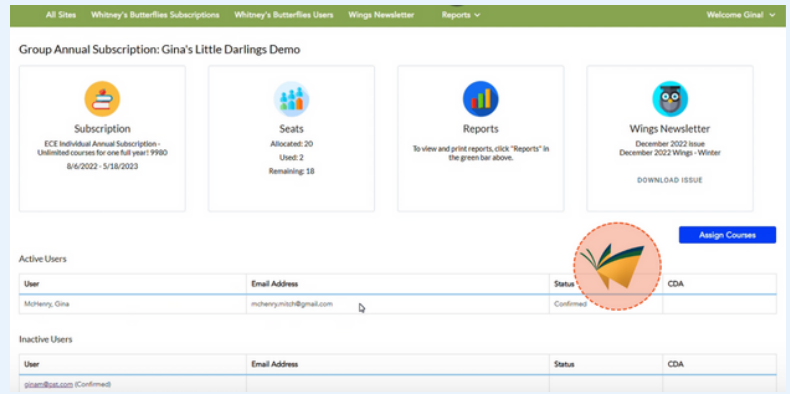

5 The second block shows the number of seats available in the subscription, how many you are currently using, and how many are remaining/open.

6 When you scroll down, you will see the list of active employees that you have added to each seat in your subscription.


7 To add a user, select the dark blue "Add User" button in the bottom left-hand corner. A field will appear at the bottom where you enter the user's email address and click the "Submit" button beside it.
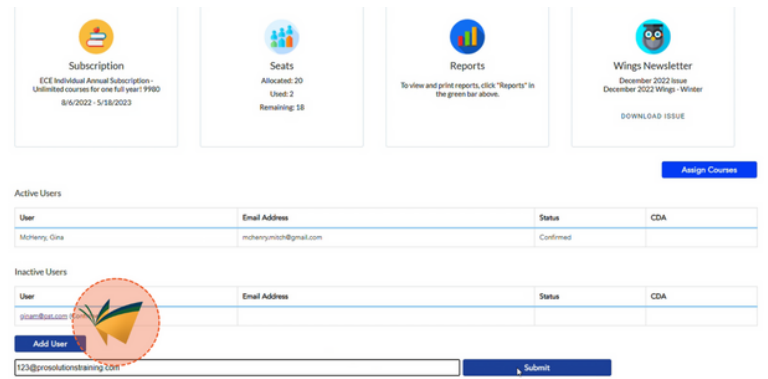
8 Your screen will refresh and you will see the user in the "Active Users" list as "PENDING" and "Unconfirmed." Once the user creates their account using the automatic activation email, their name will appear in the field to replace "PENDING" and their status will be updated to "Confirmed."
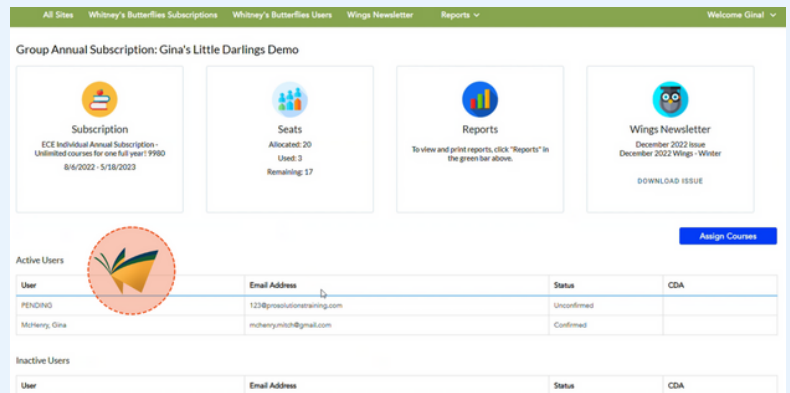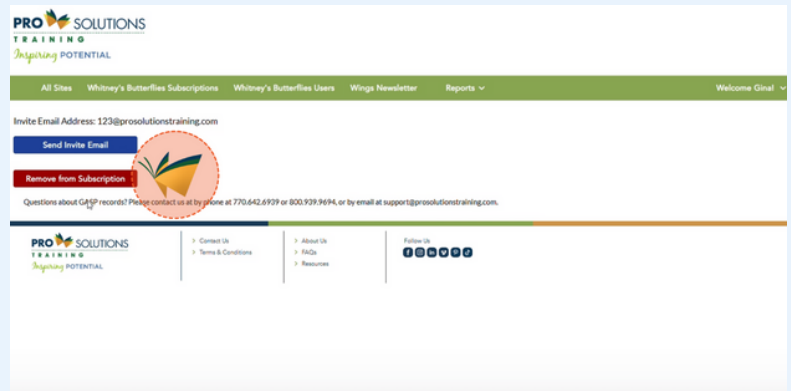

9 If they do not receive the activation email for any reason, you can resend it by clicking on their email and selecting the dark blue button "Send Invite Email" to resend it.
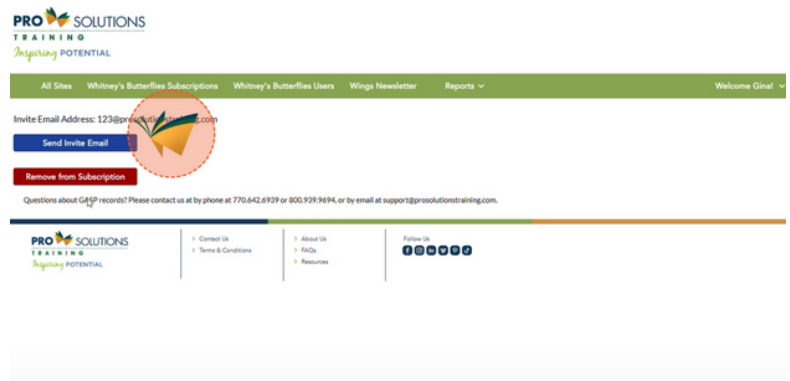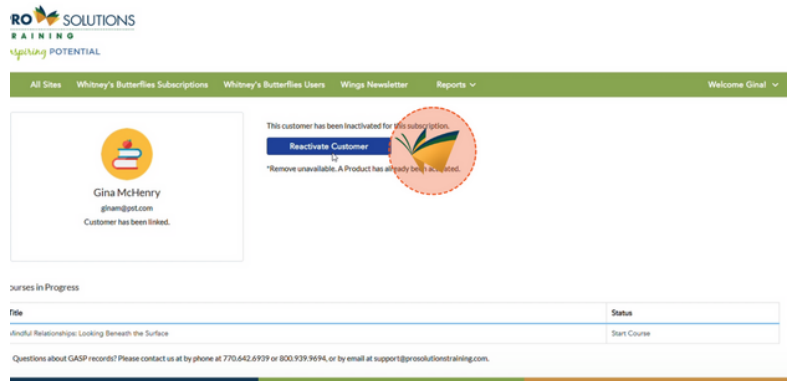
10 If you wish to remove a user for any reason, click on their email address in the "Active Users" list. A new screen will appear with a red button that says "Remove from Subscription."
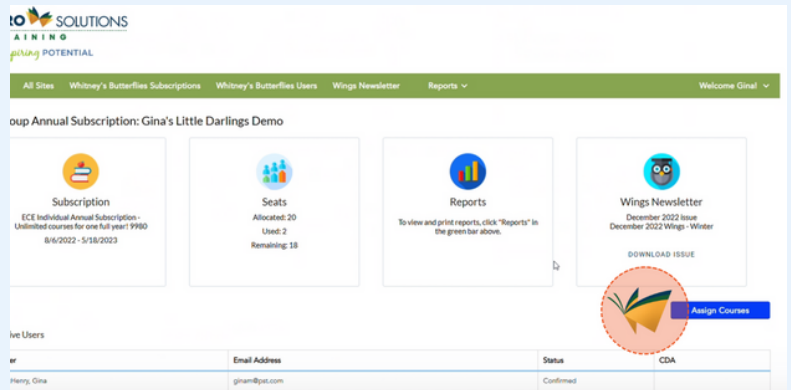

11 If you wish to reactivate that user later on, you can select their email in the "Inactive Users" list and a new screen will appear with a dark blue button that says "Reactivate Customer."
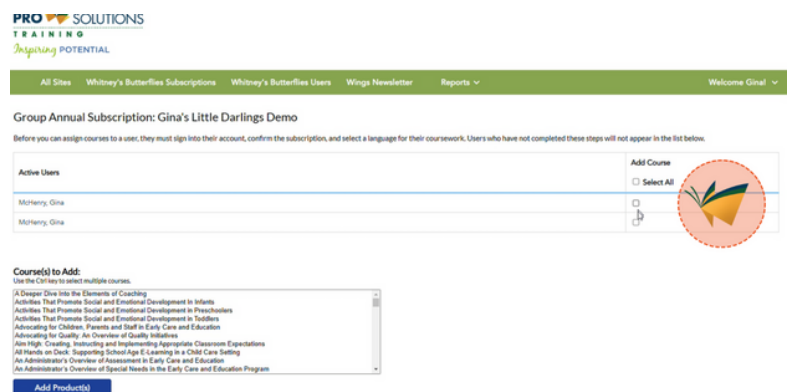

12 To assign courses, click the light blue "Assign Courses" button on the bottom right-hand side of the administrator dashboard, above the "Active Users" list.


13 You can select the checkbox next to the specific user you want to assign a course (or courses) to, or "Select All" checkboxes to assign courses to all users.

14 Once selecting the user(s), scroll through the "Course(s) to Add" box to find and select the course(s) you want to add to that user(s). To select multiple courses at once, press and hold the control key on your keyboard (PC)/command key on your keyboard (Mac) while you select each of the courses you want to assign. Then click the "Add Product(s)" button.
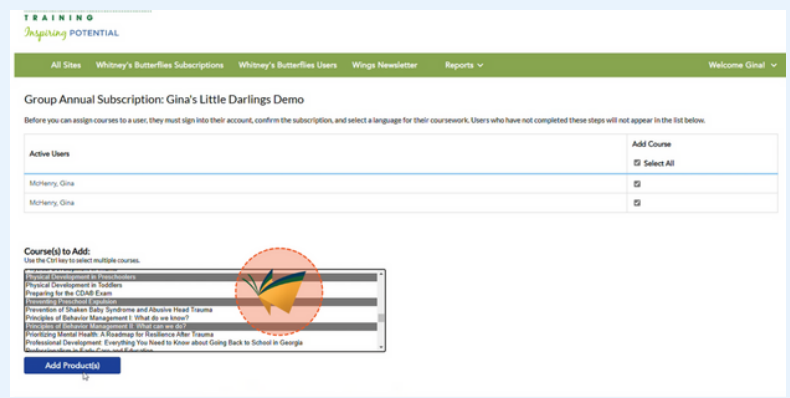
15 You will then see which training courses were assigned to which users. Each user will then receive an automatic email letting them know that a training course was assigned to them, and they can begin the course in their "My Courses" tab.
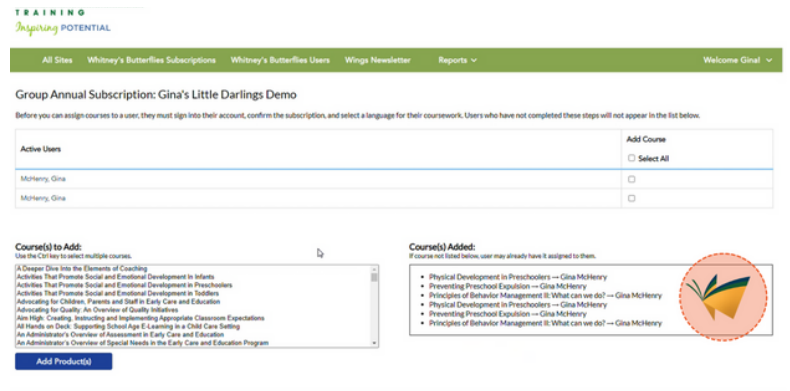
16 From the course catalog, users have access to all of the courses in the subscription. They will be able to see they are part of the subscription, and they can scroll down and view the list of courses included (as $0.00).
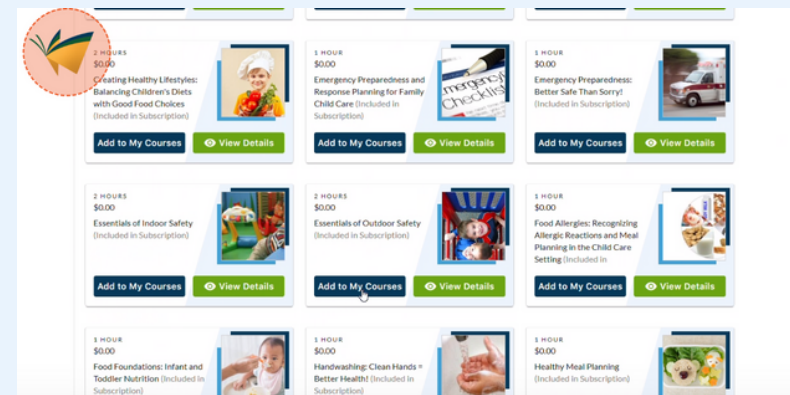
17 The courses assigned by the administrator will appear in each user's "My Courses" tab and will have the word "Subscription" in small text at the top of the course block. They are ready to start taking assigned and elective courses!