



Corporate Account User Guide



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Accessing the Training Website

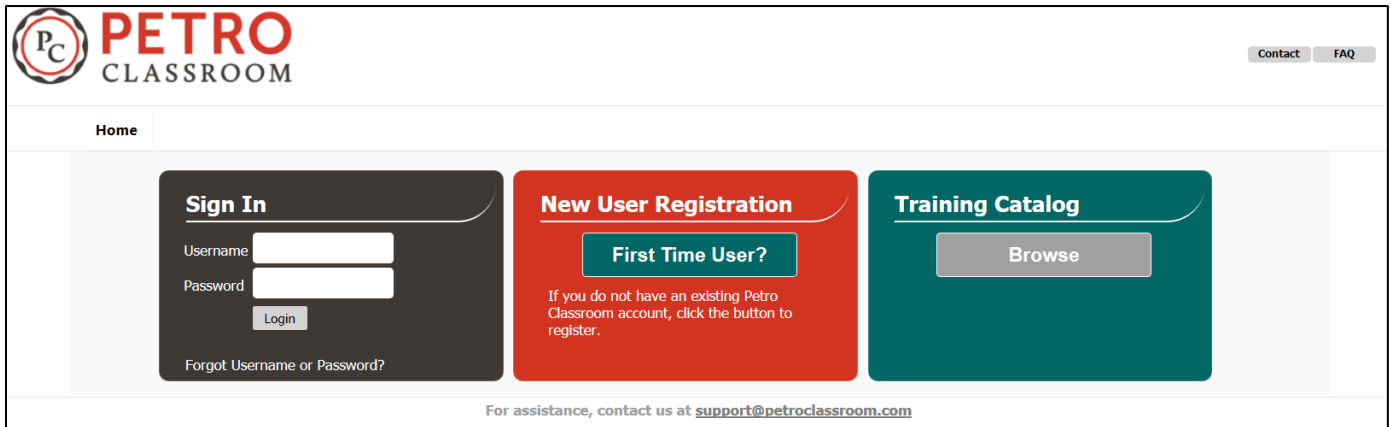
The Petro Classroom website is available at:

<https://www.petroclassroom.com>

The Petro Classroom training website is available at:

<https://training.petroclassroom.com/>

When you visit the training website, you'll see the training website landing page, as shown below.



There are three tiles available from this page:

Sign In:

If you have an existing account with Petro Classroom, enter your Username and Password to sign in to your account.

If you have an account, but have forgotten your Username or Password, click the “Forgot Username or Password?” link to request that your account credentials be emailed to you.

New User Registration:

If you do not yet have an account with Petro Classroom, click the “First Time User?” button to register a new user account.

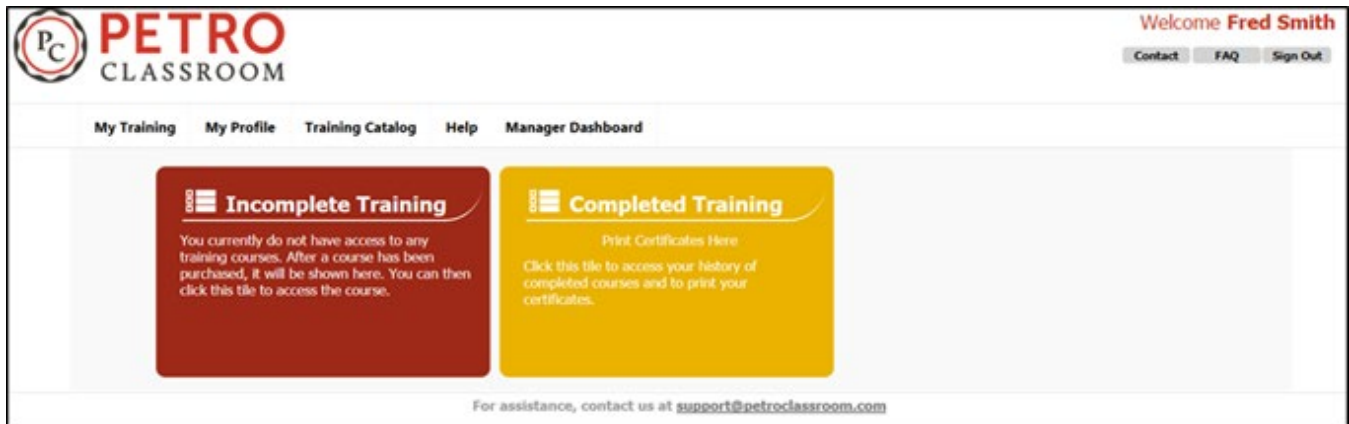
Training Catalog:

Click the Browse button to browse through the training courses available, and optionally begin the process of purchasing the training.

In addition to these three tiles, there are also Contact and FAQ buttons in the upper right corner of the page which can be clicked to get information about contacting Petro Classroom and getting answers to frequently asked questions about the website and training provided by Petro Classroom.

Using Your Account Homepage

After logging in to the training website as corporate account, you will see the corporate account home page (aka: My Training), as shown below.



In the upper right corner of the page you'll see the same Contact and FAQ pages as were on the training website landing page. There will also be a Sign Out button to use to log out of the website when finished.

Below that on the page are five links and two tiles. These are explained in summary here, and in more detail later in this document.

My Training:

This link will display the corporate account home page and provide access to your training (if any).

My Profile:

Allows update of user account information.

Training Catalog:

Displays details of the training courses available, and allows purchase of the training courses.

Help:

Provides access to detailed help information about usage of the training website.

Manager Dashboard:

Provides access to the tools used to manage users and purchases within the corporate account.

Incomplete Training Tile:

Provides access to training that you have purchased for yourself, but which has not yet been completed.

Completed Training Tile:

Provides access to training history and certificates for your training which has been completed.

Purchasing Training

To purchase training for yourself or for users under your corporate account, click the Training Catalog link to access the list of available courses.

Petro Classroom offers two types of training:

Online Training:

This type of training is taken over the internet, using a computer, and can be taken at any time that is convenient for the user.

Classroom Training:

This type of training is held at a training location, and is instructor-led, rather than computer-based, training.

Shown below is an example of the Training Catalog.

Welcome **Fred Smith**

Contact FAQ Sign Out

My Training My Profile Training Catalog Help

(Your shopping cart is empty)

State: Any
Category: Any
Delivery Method: Any

Search for title: Search Reset

Delivery Method	Category	Title (Click for more information)	Dates/Seats Available	Cost	Purchase
Online	Class A/B Operator Training	Alabama Online Class A/B/C Operator Course		\$175.00	Purchase
Online	Class C Operator Training	Alabama Online Class C Operator Course		\$12.95	Purchase
Online	Class A/B Operator Training	Alaska Class C Operator (Non-Compliance)		\$100.00	Purchase
Online	Class A/B Operator Training	Alaska Components of Tank Systems (Non-Compliance)		\$100.00	Purchase
Online	Class A/B Operator Training	Alaska Online Class A/B/C Operator Course		\$175.00	Purchase
Online	Class C Operator Training	Alaska Online Class C Operator Course		\$12.95	Purchase
Online	Class A/B Operator Training	Alaska Operator Training (Non-Compliance)		\$100.00	Purchase
Online	Class A/B Operator Training	Alaska Release Detection and Reporting (Non-Compliance)		\$100.00	Purchase
Online	Class A/B Operator Training	Alaska State Requirements (Non-Compliance)		\$100.00	Purchase
Online	Class A/B Operator Training	Alaska Temporary and Permanent Closure (Non-Compliance)		\$100.00	Purchase
Classroom	Class A/B Operator Training	Arizona Instructor-Led Class A/B/C Operator Training		\$0.00	
		Hilton Garden Inn - Airport (Tucson, AZ)	11/22/2018 - 37 seats		Register
		Holiday Inn Express & Suites (Globe, AZ)	11/27/2018 - 31 seats		Register
		Homewood Suites by Hilton (Yuma, AZ)	12/11/2018 - 1 seat		Register
		Hilton Garden Inn - Airport (Tucson, AZ)	12/12/2018		
		Hilton Garden Inn - Airport North (Phoenix, AZ)	12/13/2018 - 6 seats		Register
Online	Class A/B Operator Training	Arizona Online Class A/B/C Operator Course		\$175.00	Purchase

At the top of the catalog page are various options for filtering the courses shown based on the following criteria:

- State
- Course Category (A/B Operator, C Operator, etc.)
- Delivery Method (Online or Classroom)
- Course Title

After selecting the desired criteria in the drop-down boxes, hit the search icon and a list of courses in the catalog that meet the specified criteria will appear.

Please note the following:

- You can click on the course title to get additional information about the course.
- Classroom courses will list the date and location that the course is held, along with the number of remaining available seats.
- There is a charge for most of our training. However, some classroom courses are provided free of charge, as long as the students meet state requirements to attend the training.

To purchase a training course, click the Purchase link to the right of the course to be purchased. (Free courses will have a Register link.) This will add the course to the shopping cart, as shown in the example below.

PETRO CLASSROOM Welcome **Fred Smith**
[Contact](#) [FAQ](#) [Sign Out](#)

[My Training](#) [My Profile](#) [Training Catalog](#) [Help](#)

(Your shopping cart contains 1 item for a total cost of \$175.00) [View my cart](#)

[Continue Shopping](#)

ITEM DESCRIPTION	QTY	EACH	TOTAL
<input checked="" type="checkbox"/> Hawaii Online Class A/B/C Operator Course	1	\$175.00	\$175.00
Enter a Voucher to get additional discounts:	<input type="text"/>	<input type="button" value="OK"/>	
Sub-Total:			\$175.00
Discount:			\$0.00
Total:			\$175.00

Click to remove an item from your cart.
[Empty my entire cart](#)

For assistance, contact us at support@petroclassroom.com

From the shopping cart page, you can do the following:

- Click the green Continue Shopping button to return to the training catalog to add more training to the cart.
- Click the red X by a line item to remove the item from the cart.
- Click the “Empty my entire cart” link to remove everything from your cart.
- Change the quantity of a course to purchase and click the Recalculate button to reflect the change.
- Enter a voucher number (if available) to apply a discount code to the purchase.
- Click the Proceed to Checkout button to go to the checkout page.

After clicking the Proceed to Checkout button, you’ll be taken to the page where you can specify the method of payment.

PETRO CLASSROOM Welcome **Fred Smith**
[Contact](#) [FAQ](#) [Sign Out](#)

[My Training](#) [My Profile](#) [Training Catalog](#) [Help](#)

(Your shopping cart contains 1 item for a total cost of \$175.00) [View my cart](#)

Customer Details

First Name: Fred
 Last Name: Smith
 Email Address: tsr@willconsult.com
 Telephone: 712-252-4041

Order Details

Code	Name	Quantity	Price	Total
LT_OI_HI_AB	Hawaii Online Class A/B/C Operator Course	1	\$175.00	\$175.00

Payment Details

*Payment Method:

For assistance, contact us at support@petroclassroom.com

Petro Classroom allows payment by Credit Card (via existing PayPal account or PayPal guest checkout) or Check. Select the desired payment method from the drop-down list.

Please note: If purchasing a combination of classroom and online training, you may only pay by Credit Card.

If you are purchasing only a free course, payment options don't apply. In that case, you'll have only an option of Paid by State.

The screenshot shows the Petro Classroom checkout page. At the top left is the Petro Classroom logo. On the top right, it says "Welcome Fred Smith" with links for "Contact", "FAQ", and "Sign Out". Below the logo are navigation tabs: "My Training", "My Profile", "Training Catalog", and "Help". A red banner indicates "(Your shopping cart contains 1 item for a total cost of \$0.00) View my cart". The page is divided into sections: "Customer Details" (First Name: Fred, Last Name: Smith, Email Address: tsr@willconsult.com, Telephone: 712-252-4041), "Order Details" (Code: LT_CR_LA_AB, Name: Louisiana Instructor Led Class A/B/C Operator Training: Marriott (Baton Rouge, LA) 11/14/2018, Quantity: 1, Price: \$0.00, Total: \$0.00), and "Payment Details" (Payment Method: Paid by State, Proceed with checkout button). At the bottom, it says "For assistance, contact us at support@petroclassroom.com".

Paying by Credit Card:

When paying by credit card there are two options:

1. If you already have an existing PayPal account, you may use the blue Log In button to log in to your PayPal account and proceed with your payment.
2. If you don't have a PayPal account or wish to check out as a guest, click the gray Pay with Debit or Credit Card button to proceed with your payment.

The screenshot shows the Petro Classroom payment options page. At the top left is the Petro Classroom logo. On the top right, it says "Welcome Fred Smith" with links for "Contact", "FAQ", and "Sign Out". Below the logo are navigation tabs: "My Training", "My Profile", "Training Catalog", and "Help". A red banner indicates "(Your shopping cart contains 1 item for a total cost of \$175.00) View my cart". The page contains a message: "Credit cards will be processed using PayPal. Please review the example of your payment options below. Then click anywhere on this image to proceed." Below this message are two main options: "Pay with PayPal" (with a sub-section "Login to pay with an existing PayPal account." containing fields for "Enter Username", "Password", and a "Log In" button) and "Pay with your credit card as a PayPal guest (no account necessary)." (with a "Pay with Debit or Credit Card" button). At the bottom, there is a "Check out with PayPal" button and logos for American Express, Visa, and Mastercard.

Courses paid for by credit card will be available immediately.

Paying by Check:

The screenshot shows the Petro Classroom checkout page. At the top left is the Petro Classroom logo. At the top right, it says "Welcome Fred Smith" with links for "Contact", "FAQ", and "Sign Out". Below the logo is a navigation bar with "My Training", "My Profile", "Training Catalog", and "Help". A red banner indicates "(Your shopping cart contains 1 item for a total cost of \$175.00) View my cart". The page is divided into sections: "Customer Details" (First Name: Fred, Last Name: Smith, Email Address: tsr@willconsult.com, Telephone: 712-252-4041), "Order Details" (Code: LT_OL_HI_AB, Name: Hawaii Online Class A/B/C Operator Course, Quantity: 1, Price: \$175.00, Total: \$175.00), and "Payment Details". The "Payment Method" dropdown menu is open, showing "Credit Card", "Check", and "Credit Card" options. The "Check" option is selected, and a "Checkout" button is visible next to it. At the bottom, it says "For assistance, contact us at support@petroclassroom.com".

When paying by check you have the option of entering a reference number or purchase order number before placing your order.

The screenshot shows the Petro Classroom checkout page. At the top left is the Petro Classroom logo. At the top right, it says "Welcome Fred Smith" with links for "Contact", "FAQ", and "Sign Out". Below the logo is a navigation bar with "My Training", "My Profile", "Training Catalog", and "Help". A red banner indicates "(Your shopping cart contains 1 item for a total cost of \$175.00) View my cart". The page contains a message: "Please note that when paying by check, access to your training may not be available until we have received and processed your check. You may mail the check, or for classroom training, bring it with you to the class. The mailing address is: Williams and Company Consulting, Inc. P.O. Box 9400 Sioux City, IA 51102-9400". Below the message is a "Reference # (Optional):" field and a "Place Order" button. At the bottom, it says "For assistance, contact us at support@petroclassroom.com".

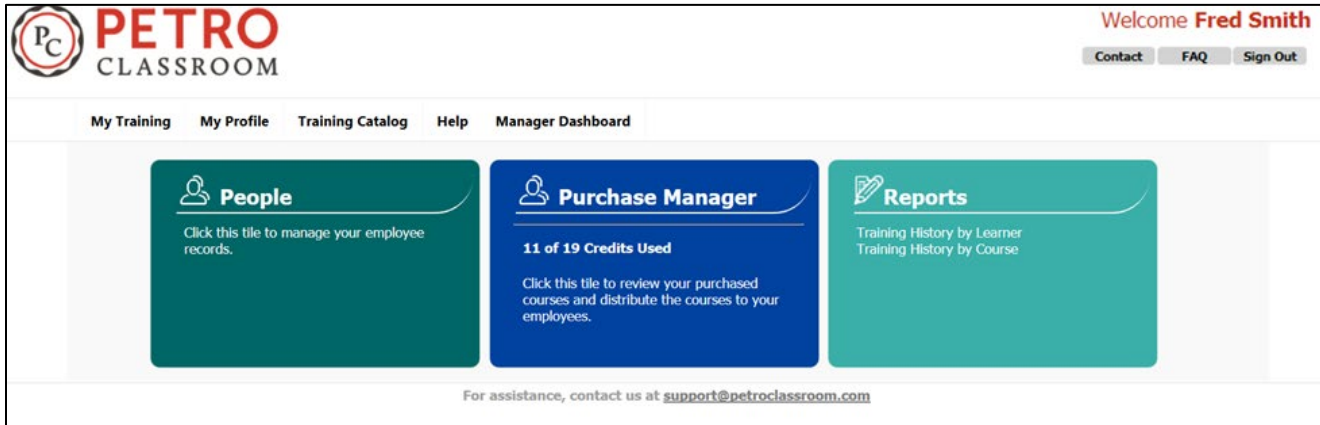
Classroom courses will have immediate availability when paying with a check, however, your certificate will not be made available until we have received payment.

Online courses that were paid for by check will not be available until we have received payment.

Managing Training for Your Employees

The tools to be used by a corporate accountholder, to manage training for their users, are available from the Manager Dashboard link.

After clicking the link, you will see the Manager Dashboard tiles.



People:

Provides access to users under the corporate account and the ability to view/update user information and view the training history for the users.

Purchase Manager:

Provides access to purchase history for prior purchases and the ability to assign purchased training to users.

Reports:

Provides access to various user and training reports for the corporate account.

Managing Employees

To manage the users under the corporate account, click the People tile from the Manager Dashboard. A list of the users in the account will be shown.

The screenshot shows the Petro Classroom Manager Dashboard. The 'People' section is active, displaying a table of users. The table has columns for CorpAcct, Learner ID, Learner Name, Record Status, Username, Company Name, and Action. There are 5 records shown, with the first one being a corporate account holder.

CorpAcct	Learner ID	Learner Name	Record Status	Username	Company Name	Action
	LW000406	Jones, Jerry	Active	jerryun12	ABC Company	Send Email
	LW000407	Richardson, Jesse	Active	jesseun12	ABC Company	Send Email
	LW000408	Hart, Randy	Active	randyun12	ABC Company	Send Email
	LW000426	Fredrickson, Ron	Active	ronun12	ABC Company	Send Email
CorpAcct	LW000405	Smith, Fred	Active	fredun12	ABC Company	Send Email

Showing 1 - 5 of 5 records

For assistance, contact us at support@petroclassroom.com

The corporate account holder account will be identified with “CorpAcct” in the first column. The other users will be individual users under the corporate account.

To send a “Welcome” email to the user, which includes their username and password, and the website address, click the Send Email link in the Action column.

If you would like to print a list of your employees, click the printer icon. Next to the printer icon, you will see a document with a plus sign. This allows you to download an Excel spreadsheet of your employees.

To manage a specific user, click the user in the Learner Name column, or click the green button in the Action column. This will display the Properties page for the user, which can be used to update the user’s information. **Note: The users first and last name cannot be edited. Contact Petro Classroom support to have these values changed.**

The screenshot shows the 'Learner Properties' page for user Jerry Jones. The page displays various fields for user information, including Learner ID, Date Created, Record Status, First Name, Last Name, Job Title, Email Address, Telephone, Company Name, Company Website, Business Address, City, State, Zip, Username, and Password. There are 'Save' and 'Reset' buttons at the bottom.

*Learner ID LW000406
 Date Created 10/15/2018
 *Record Status Active
 First Name Jerry
 Last Name Jones
 Job Title
 *Email Address jgj@abccompany.com
 *Telephone 111-111-1111
 *Company Name ABC Company
 Company Website www.abccompany.com
 *Business Address 111 Main Street
 *City Chicago
 *State Illinois
 *Zip 60611
 *Username jerryun12
 *Password jerryjw1

Save Reset

For assistance, contact us at support@petroclassroom.com

Viewing Employee Training Status and History

Use the People tile to select the user for whom training status and history is needed.

Click the Learning Tracks tab for the user to see a page showing their training history, including both complete and incomplete courses.

For completed courses, the expiration date for the certificate (if any) will be shown. You can use the Print Certificate link to print the user's certificate for the course.

For incomplete courses, if the state requires entry of facility-related data, there will be an Enter Facility or Edit Facility link from which you can enter/edit the facility data for the user's course.

The screenshot displays the PETRO CLASSROOM interface. At the top left is the logo with 'PC' in a circle and 'PETRO CLASSROOM' text. At the top right, it says 'Welcome Fred Smith' with links for 'Contact', 'FAQ', and 'Sign Out'. Below this is a breadcrumb 'People > Learning Tracks'. A navigation bar contains 'My Training', 'My Profile', 'Training Catalog', 'Help', and 'Manager Dashboard'. The main content area shows user details: 'Learner ID LW000406', 'Learner Name Reverse Jones, Jerry', and 'Email Address jgj@abccompany.com'. There are two tabs: 'Properties' and 'Learning Tracks'. Below the tabs is a table with columns: 'Course Title', 'Required', 'Status Name', 'Status Date', and 'Action'. The table is divided into two sections: 'Not Started' and 'Complete'. The 'Not Started' section lists 8 courses, all with 'Not Taken' status. The 'Complete' section lists 2 courses, both with 'Finished' status and a 'Status Date' of '01/22/2019'. Action links 'Enter Facility' and 'Print Certificate' are visible next to the course headers.

Course Title	Required	Status Name	Status Date	Action
Georgia Online Class A/B/C Operator Course		Not Started		Enter Facility
01 GA Introduction	Yes	Not Taken		
02 GA Components of Tank Systems	Yes	Not Taken		
03 GA Release Detection and Reporting	Yes	Not Taken		
04 GA State Requirements	Yes	Not Taken		
05 GA Temporary and Permanent Closure	Yes	Not Taken		
06 GA Operator Training	Yes	Not Taken		
07 GA Class C Operator	Yes	Not Taken		
08 GA Inspections	Yes	Not Taken		
Georgia Online Class A/B/C Operator Course		Complete		Print Certificate ?
01 GA Introduction	Yes	Finished	01/22/2019	
02 GA Components of Tank Systems	Yes	Finished	01/22/2019	

Viewing Training Purchase History

To view the history of training purchases for the corporate account, click the Purchase Manager tile.

A list of the purchases made by the account will be shown.

The screenshot shows the Petro Classroom interface. At the top left is the Petro Classroom logo. At the top right, it says "Welcome Fred Smith" with links for "Contact", "FAQ", and "Sign Out". Below this is a "Purchase Manager" link. A navigation bar contains "My Training", "My Profile", "Training Catalog", "Help", and "Manager Dashboard". The main content area is titled "Purchase Manager" and features a search bar with "Go" and "Reset" buttons. Below the search bar is a table of purchase records.

Purchase Date	Order ID	Record Status	Payment Method	Payment Date	Learner ID	First Name	Last Name	Company Name	Action
10/31/2018	1810311344335150	Active	Check	10/31/2018	LW000405	Fred	Smith	ABC Company	i
10/31/2018	1810311125428988	Active	Check	10/31/2018	LW000405	Fred	Smith	ABC Company	i
10/15/2018	1810151354012755	Active	Check	10/15/2018	LW000405	Fred	Smith	ABC Company	i
10/15/2018	1810151254042304	Active	Check	10/15/2018	LW000405	Fred	Smith	ABC Company	i
10/15/2018	1810151244441743	Active	Check	10/15/2018	LW000405	Fred	Smith	ABC Company	i

Showing 1 - 5 of 5 records

For assistance, contact us at support@petroclassroom.com

To view the purchase details for a specific purchase, click the order number in the Order ID column, or click the green button in the Action column. This will display the Purchase Item tab, which will show all the courses that were purchased in the selected order.

The screenshot shows the Petro Classroom interface for a specific purchase item. At the top left is the Petro Classroom logo. At the top right, it says "Welcome Fred Smith" with links for "Contact", "FAQ", and "Sign Out". Below this is a "Purchase Manager > Purchase Item" breadcrumb. A navigation bar contains "My Training", "My Profile", "Training Catalog", "Help", and "Manager Dashboard". The main content area shows the order details for Order ID 1810311344335150, purchased on 10/31/2018. There are two tabs: "Purchase Detail" and "Purchase Item". The "Purchase Item" tab is active and shows a table of purchased items.

Catalog Name	Quantity	User Authorization Code	Maximum Users	Price	Action
Nevada Online Class C Operator Course	1	00222459351U	Used: 0/1	12.95	Invite New Users Create New Users Assign Users

Showing 1 - 1 of 1 records

For assistance, contact us at support@petroclassroom.com

Click the Purchase Detail tab to see the order details, including the date, time, purchase amount, and payment method of the order.

Order ID **1810311344335150**

Purchase Date **10/31/2018**

[Purchase Detail](#) [Purchase Item](#)

Learner ID **LW000405**

Learner Name Full **Fred Smith**

Company Name **ABC Company**

*Order ID **1810311344335150**

*Purchase Date **10/31/2018**

*Purchase Time **1:45PM**

*Gross Amount **12.95**

Discount Amount **0.00**

Net Amount **12.95**

Payment Method

Payment Date

Number/Reference

For assistance, contact us at support@petroclassroom.com

Please note that it is not possible to get a copy of a receipt for a prior order. Order receipts will be emailed to the accountholder at the time of the purchase, and should be retained for future reference. Much of the details shown on the order receipt are shown on the Purchase Detail and Purchase Item tabs, but not in the same format as is on the original receipt.

Assigning Training to Employees

After training course credits have been purchased, they must be assigned to individual users within the corporate account. This assignment of training is done from the Purchase Manager tile.

To start the process of assigning training to users, click the Purchase Manager tile from the Manager Dashboard.

A list of the purchases made by the account will be shown.

The screenshot shows the Petro Classroom web application. At the top left is the logo with 'PC' in a circle and 'PETRO CLASSROOM' text. At the top right, it says 'Welcome Fred Smith' with links for 'Contact', 'FAQ', and 'Sign Out', and a 'Purchase Manager' link. Below the navigation bar, there are tabs for 'My Training', 'My Profile', 'Training Catalog', 'Help', and 'Manager Dashboard'. The 'Purchase Manager' section is highlighted in green. It contains a search bar with 'Go' and 'Reset' buttons. Below the search bar is a table with the following columns: Purchase Date, Order ID, Record Status, Payment Method, Payment Date, Learner ID, First Name, Last Name, Company Name, and Action. The table contains five rows of purchase records. At the bottom right of the table, it says 'Showing 1 - 5 of 5 records'. At the bottom center, there is a link for 'support@petroclassroom.com'.

Purchase Date	Order ID	Record Status	Payment Method	Payment Date	Learner ID	First Name	Last Name	Company Name	Action
10/31/2018	1810311344335150	Active	Check	10/31/2018	LW000405	Fred	Smith	ABC Company	
10/31/2018	1810311125428988	Active	Check	10/31/2018	LW000405	Fred	Smith	ABC Company	
10/15/2018	1810151354012755	Active	Check	10/15/2018	LW000405	Fred	Smith	ABC Company	
10/15/2018	1810151254042304	Active	Check	10/15/2018	LW000405	Fred	Smith	ABC Company	
10/15/2018	1810151244441743	Active	Check	10/15/2018	LW000405	Fred	Smith	ABC Company	

For the order containing the training to be assigned, click the order number in the Order ID column, or click the green button in the Action column. This will display the Purchase Item tab, which will show all the courses that were purchased in the selected order.

The screenshot shows the 'Purchase Item' tab for Order ID 1810311344335150. At the top left is the Petro Classroom logo. At the top right, it says 'Welcome Fred Smith' with links for 'Contact', 'FAQ', and 'Sign Out', and a 'Purchase Manager > Purchase Item' link. Below the navigation bar, there are tabs for 'My Training', 'My Profile', 'Training Catalog', 'Help', and 'Manager Dashboard'. The 'Purchase Item' tab is highlighted in green. It shows the order details: 'Order ID 1810311344335150' and 'Purchase Date 10/31/2018'. Below the order details, there are two tabs: 'Purchase Detail' and 'Purchase Item'. The 'Purchase Item' tab is active. It contains a table with the following columns: Catalog Name, Quantity, User Authorization Code, Maximum Users, Price, and Action. The table contains one row of purchase details. At the bottom right of the table, it says 'Showing 1 - 1 of 1 records'. At the bottom center, there is a link for 'support@petroclassroom.com'.

Catalog Name	Quantity	User Authorization Code	Maximum Users	Price	Action
Nevada Online Class C Operator Course	1	00222459351U	Used: 0/1	12.95	Invite New Users Create New Users Assign Users

There are a few items to note on this page.

The Catalog Name shows the name of the course(s) purchased in the order.

The Quantity shows the quantity of course credits for that course that were purchased.

The User Authorization Code is a value that is unique to that course purchase. It is used in certain circumstances by individual users to get access to the training. This is discussed in more detail below.

Maximum Users shows how many courses were purchased/used (e.g., assigned to users).

The Action column contains three links to functions to associate the training course with individual users:

Invite New Users:

Use this option to have the website send an email to users inviting them to setup an account themselves and enter the User Authorization Code for the course into which they should be enrolled. **Use this option only for users that do not already have an account in the training website.**

Create New Users:

Use this option to create an account for the user and have them enrolled in the course. The website will send the user an email with their account and course information. **Use this option only for users that do not already have an account in the training website.**

Assign Users:

Use this option to enroll an existing user into the course. **Use this option only for users that already have an account in the training website.**

To determine which option to use when you want to grant training to a user, ask yourself the following questions:

Does the user already have an account in the training website?

Yes: Use "Assign Users".

No: *Do I, as the corporate accountholder want to create the account, or do I want the user to create their own account?*

I want to setup the account: Use "Create New Users".

I want the user to setup their own account: Use "Invite New Users".

The usage of each of these three functions is detailed on the following pages.

If any of the credits for the purchase have been assigned to individual accounts, then there will be an additional link entitled "List Users" shown in the Action column. Clicking this link will pop up a window showing the individual user accounts to whom the purchase credits have been assigned.

Using the Invite New Users Function:

Use this option to have the website send an email to users inviting them to setup an account themselves and enter the User Authorization Code for the course into which they should be enrolled. Use this option only for users that do not already have an account in the training website.

After clicking the Invite New Users link, the following wizard page will be displayed:

Purchase Item User Invite Wizard Step 1

This wizard will guide you through the process of inviting people to register with Petro Classroom and use the courses that you have purchased.

For each person to invite, enter their name and email address, and click the Accept link.

An email will be sent to each of the people that you specify. This email will provide them with both the URL and unique Authorization Code that they will need to access Petro Classroom.

Please complete this form and then click Next to continue.

MPurchaseItemInvite/Step1

Contact Name	Email Address	
<input type="text" value="Brett Black"/>	<input type="text" value="blb@abccompany.com"/>	Accept Cancel

Enter the Contact Name and Email Address for one or more users to be invited to setup an account and be enrolled in the course.

After entering each user, click the Accept link for the line where the user was entered.

After all users have been entered, click the Next button.

A confirmation page will be shown, and an invitation email will be sent to each email address entered. An example of the email is shown on the next page.

From: support@petroclassroom.com
Sent: Monday, November 05, 2018 1:43 PM
To: Brett Black
Subject: Register for Petro Classroom Training



Dear Brett Black,

A course credit for the following training class has been purchased for you by your company:
Connecticut Online Class C Operator Course

To access the training course, you must setup an account on the Petro Classroom training website.

Click here to access the training website: <https://training.petroclassroom.com>

Click on the FIRST TIME USER button and select the Individual Account with Authorization Code option. You will need to specify this Authorization Code when registering: 00232469799U

After setting up your account, click the course in the Incomplete Training tile to get the course details (for classroom courses) or to start the training (for online courses).

For help with your account and using the online training website, please click the Help button after logging in to your account.

If you need further assistance, please contact Petro Classroom at support@petroclassroom.com or 844-303-6752.

Sincerely,

Petro Classroom

After receiving the email, the user will need to do the following:

- Browse to the training website.
- Click the “First Time User?” button.
- Enter their registration information after choosing the registration type of “Individual Account with Authorization Code”. They will need to enter the Authorization Code specified in the email.
- An example of this registration screen is shown on the next page.

New User Registration

Start the registration process by first selecting the Type of Registration. Note how the form changes based on selection you make. Password must be at least 6 characters long.

All fields marked with an * (asterisk) are required.

*Type of Registration: Individual Account
 Individual Account with Authorization Code
 Company Account

*Authorization Code:

*Username:

*Password:

*Confirm Password:

*First Name:

*Last Name:

Job Title:

*Email Address:

*Telephone:

*Company Name:

*Business Address:

*City:

*State:

*Zip:

Using the Create New Users Function:

Use this option to create an account for the user and have them enrolled in the course. The website will send the user an email with their account and course information. Use this option only for users that do not already have an account in the training website.

After clicking the Create New Users link, the following wizard page will be displayed:

Purchase Item User Create Wizard Step 1

This wizard will guide you through the process of registering people with Petro Classroom so that they may use the courses that you have purchased.

An email will be sent to each of the people that you register. This email will provide them with both the URL and the credentials that they will need to access Petro Classroom.

Please complete this form and then click Next to continue.

MPurchaseItemCreate/Step1

*Type of Registration: Individual Account with Authorization Code

*Authorization Code:

*Username:

*Password:

*Confirm Password:

*First Name:

*Last Name:

Job Title:

*Email Address:

*Telephone:

*Company Name:

*Business Address:

*City:

*State:

*Zip:

Enter the information for the user to have an account created and to be enrolled in the course. Then, click the Next button.

A confirmation page will be shown, and a confirmation email will be sent to the email address entered. An example of the email is shown on the next page.

From: support@petroclassroom.com
Sent: Monday, November 05, 2018 1:45 PM
To: Brett Black
Subject: Petro Classroom Account Registration



Dear Brett Black,

An account has been setup for you with Petro Classroom, and a course credit for the following training class has been purchased for you by your company:
Connecticut Online Class C Operator Course

Please keep a record of your username and password, as shown below. You will need this information to login to your account on our online training website.

Here are your login credentials for the Petro Classroom training website:

Username: blbun1234

Password: blbpw1234

Click here to access the training website: <https://training.petroclassroom.com>

After logging in to your account, click the course in the Incomplete Training tile to get the course details (for classroom courses) or to start the training (for online courses).

For help with your account and using the online training website, please click the Help button after logging in to your account.

If you need further assistance, please contact Petro Classroom at support@petroclassroom.com or 844-303-6752.

Please retain this email for future reference.

Sincerely,

Petro Classroom

After receiving the email, the user will simply need to browse to the website and login using the credentials shown in the email.

Using the Assign Users Function:

Use this option to enroll a user with an existing account in the website into the course.

After clicking the Assign Users link, the following wizard page will be displayed:

Purchase Item User Assign Wizard Step 1

This wizard will guide you through the process of granting people in your Petro Classroom corporate account access to courses that you have purchased.

An email will be sent to each of the people to whom you grant access. This email will provide them with both the URL and the credentials that they will need to access Petro Classroom.

Please complete this form and then click Next to continue.

MPurchaseItemAssign/Step1

*Authorization Code 00222449155U

*Learner ID

- Adams, Aaron (LW000407)
- Davis, Sharon (LW000410)
- Eason, Jackson (LW000511)
- Mitchell, Madison (LW000602)
- Smith, Fred (LW000309)

5 Learners in this list

Reset Next

Select the user or users (ctrl-click for multiple users) to be assigned the course. Then click the Next button.

A confirmation page will be shown, and a confirmation email will be sent to the email address of the specified user(s). An example of the email is shown on the next page.

From: support@petroclassroom.com
Sent: Monday, November 05, 2018 1:48 PM
To: Randy Hart
Subject: Petro Classroom Course Registration



Dear Randy Hart

A course credit for the following training class has been purchased for you by your company:
Connecticut Online Class C Operator Course

Click here to access the training website: <https://training.petroclassroom.com>

After logging in to your account, click the course in the Incomplete Training tile to get the course details (for classroom courses) or to start the training (for online courses).

For help with your account and using the online training website, please click the Help button after logging in to your account.

If you need further assistance, please contact Petro Classroom at support@petroclassroom.com or 844-303-6752.

Sincerely,

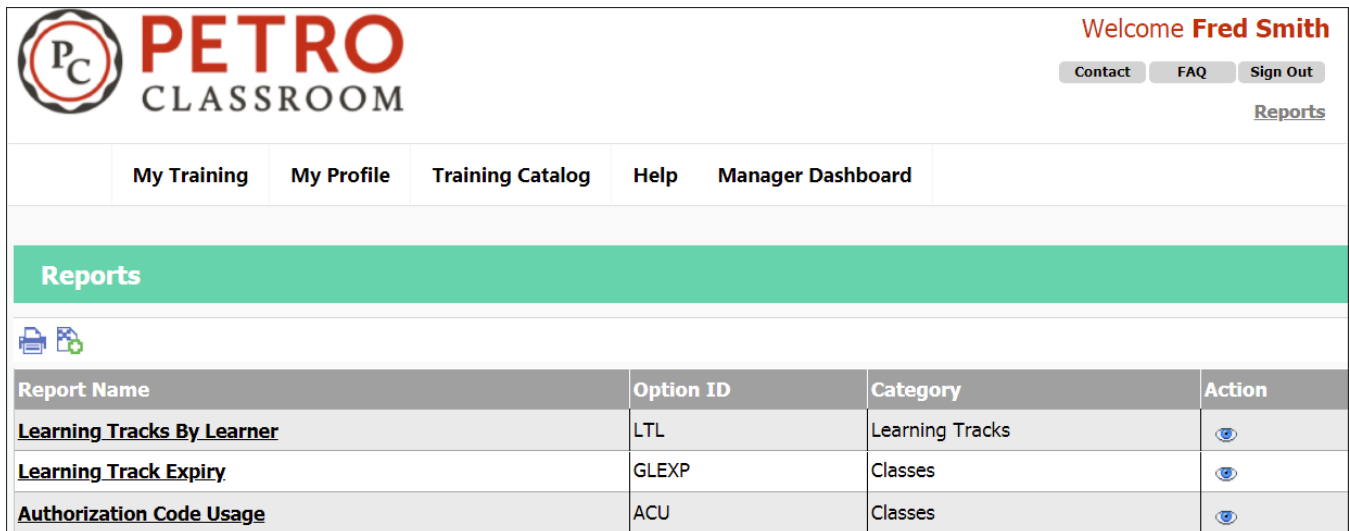
Petro Classroom

After receiving the email, the user will simply need to browse to the website and login using their credentials.

Viewing Training Reports

To view reports detailing user and training history, click the Reports tile from the Manager Dashboard.

A list of available reports will be shown.



The screenshot shows the PETRO CLASSROOM interface. At the top left is the logo with 'PC' in a circle and 'PETRO CLASSROOM' text. At the top right, it says 'Welcome Fred Smith' with buttons for 'Contact', 'FAQ', and 'Sign Out', and a 'Reports' link. Below this is a navigation bar with 'My Training', 'My Profile', 'Training Catalog', 'Help', and 'Manager Dashboard'. A green 'Reports' tile is highlighted. Below the tile is a table of available reports.

Report Name	Option ID	Category	Action
Learning Tracks By Learner	LTL	Learning Tracks	
Learning Track Expiry	GLEXP	Classes	
Authorization Code Usage	ACU	Classes	

The following reports are available:

Learning Tracks By Learner:

Lists all users under the corporate account, and each learning track (class) for the user. Use this report to see the status of the training courses assigned to your employees (e.g., what courses are they enrolled in, have they started the training, have they completed it, etc).

Learning Track Expiry:

Lists all learning tracks (classes) that have a certificate that expires within the next 365 days. Use this report to see which employees have a need to be re-certified due to their certificates expiring in the near future.

Authorization Code Usage:

Lists all the classes that have been purchased, showing the authorization codes used within each (total credits, used, and available). Use this report to see which courses have a low count of authorization codes remaining, and therefore may require additional purchases.

To run a specific report, do the following:

1. Click the Report name to access the report filter page. Filters allow you to optionally restrict the data to be included on the report. Each report comes with a default “Show All” filter.

My Training	My Profile	Training Catalog	Help	Manager Dashboard
Select the filter you want to use for this report, or Show All if you do not want to use a filter.				
Owner	Filter Name	Output Style	Output Format	Action
PUBLIC	Show All	Report	Learning Track Expiry	Show Filter Details <input type="radio"/> Select
Add New Filter				

2. To view the report, including all the records on the report, click the Select button in the Action column to the right of the report filter details.

Otherwise, to restrict the records to be included on the report, click the Add New Filter button.

3. If the Add New Filter button was clicked, the Add Filter page will be displayed.

Filter On			
Add Filter			
Data Item	Operator	Value(s)	Delete?
Select Data Item to Filter On ▼			
Sort By			
Data Item	Ascending	Descending	
Select Data Item to Sort By ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Output Style and Format			
Specify the style in which you want the output:		<input checked="" type="radio"/> Report <input type="radio"/> Grid	
Specify the format in which you want the output:		Learning Track Progress By Person then By Track ▼	
Confirm			
<small>If you want to save this filter, please enter a name to save it by. If you do not enter a name, the filter will be saved temporarily until you set up another filter for this view. If you do specify a name and a filter with that name for the current view already exists, it will be overwritten.</small>			
Name for Saved Filter: <input type="text"/>		<input type="button" value="Save Filter"/>	

This page allows you to do any of the following:

- Modify the data item filtering for the report. For example, including only certain users or courses, based on a variety of match criteria (equals, not equals, starts with, contains, etc).
- Modify the data item sorting for the report.
- Modify the style of the report output.
- Save the filter criteria for later re-use.

If a filter is saved for future re-use, when you access the report, you'll see the saved filter listed. From the screen, you can run the report using the filter (Select Action), edit the filter (Edit Action), or remove the filter (Delete Action).

You can also run the report with the default "Show All" filter or add a new filter.

My Training	My Profile	Training Catalog	Help	Manager Dashboard
Select the filter you want to use for this report, or Show All if you do not want to use a filter.				
Owner	Filter Name	Output Style	Output Format	Action
24877	SavedSearch	Report	Learning Track Progress By Person then By Track	Show Filter Details <input type="radio"/> Select <input type="radio"/> Edit <input type="radio"/> Delete
PUBLIC	ShowAll	Report	Learning Track Progress By Person then By Track	Show Filter Details <input type="radio"/> Select
Add New Filter				

Taking Training as a Corporate Account

Corporate accountholders can take training themselves from within the corporate account. They do not need to setup an individual account under the corporate account to take training.

In order to take training yourself, you will need to assign the purchased course you wish to take to yourself. The training will then show up under your “My Training” tile.

For information about taking training, refer to the Individual User Help document.

Updating Your Account Information

To update your account information, click the My Profile link to view the Profile window.

My Training My Profile Training Catalog Help Manager Dashboard

Profile

Change Password

Profile MyProfile

First Name **Fred**

Last Name **Smith**

User ID **Fredscorpacct**

*Email Address

*Company Name

Job Title

*Telephone

*Business Address

*City

*State

*Zip

Save Reset

For assistance, contact us at support@petroclassroom.com

Most, but not all, of the account information can be updated.

Note that the first and last name on the account cannot be updated. This is done so that certificates cannot be faked by manipulating account information. Contact Petro Classroom for assistance if you have found an error in your name information which needs to be corrected.

To reset your password, click the Change Password icon near the top of the Profile page.

Getting Additional Help

If you need additional assistance with the Petro Classroom training website, there are various resources available:

From the website:

- Click the Help link for access to documentation.
- Click the FAQ button for access to answers to frequently asked questions.

Contact Petro Classroom support:

- Phone: 844-303-6752
- Email: support@petroclassroom.com

(This phone and email contact information is available from the Contact button at the top right of the website.)