

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.

Is this all new to you? Then you're probably looking for the [Claiming an Employer Network](#) instructions! Build your team, live the dream

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

- [Users](#)
- [Employee Certifications](#)
- [Reports](#)
- [More Reports](#): Captain Picard isn't the only one that loves data
- [Help](#): Not just a great Beatles song
- Team Management Options
 - [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
- [Navigation](#): We're pretty sure that even the Vikings used a waffle

Claiming an Employer Network

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.

If you just said ‘employer network? What employer network?’ Great question. You can claim yours on the CTR Marketplace. The steps to do that are on the next page of this guide.

The screenshot shows an email from WorkplaceNL. The subject line is "WorkplaceNL Certification Training Registry". The email body starts with "Hi [REDACTED]". It informs the recipient that a training provider recently registered employees for training under the employer [REDACTED] [REDACTED], using you as the employer contact. It provides instructions to manage employee training on the WorkplaceNL Certification Training Registry. A list of administrator tasks is provided, and a "Setup Your Administrator Account" button is shown. The email concludes with information about employer training ID and invoice number, a support phone number (709-778-1000), and a note to contact support if needed. It ends with "Thanks," and the WorkplaceNL Certification Training Registry logo.

WorkplaceNL
Health | Safety | Compensation

WorkplaceNL Certification Training Registry

Hi [REDACTED]

A training provider WorkplaceNL recently registered employees for training under the employer [REDACTED] [REDACTED], using you as the employer contact.

To manage employee training on WorkplaceNL Certification Training Registry, you will need to click below to set up your employer administrator account. As the administrator, you'll be able to:

- Manage employees
- View employee training records
- Ensure compliance for your organization

[Setup Your Administrator Account](#)

You will need your Employer Training ID and Invoice Number. If you don't have the required information, you can contact WorkplaceNL for help at **709-778-1000**.

If you received this email by mistake or have questions, feel free to reach out to our [support team](#).

Thanks,

WorkplaceNL Certification Training Registry

When clicking the “Setup your Administrator Account” link, you will be prompted to sign in if you have an existing CTR Account or create an account.

The screenshot shows the WorkplaceNL login page. It features the WorkplaceNL logo and the text "Login to WorkplaceNL Certification Training Registry". There are two input fields: "Email Address" (containing "you@example.com") and "Password". Below the fields are links for "Forgot password?" and "LOG IN >". A note for new users asks if they are "New to WorkplaceNL Certification Training Registry?". A "CREATE ACCOUNT" button is shown, with a red box highlighting it.

WorkplaceNL
Health | Safety | Compensation

Login to WorkplaceNL Certification Training Registry

Email Address: you@example.com

Password

[Forgot password?](#) [LOG IN >](#)

New to WorkplaceNL Certification Training Registry?

[CREATE ACCOUNT](#)

After logging in, you will be prompted to configure Multi Factor Authentication or better known as MFA. You will be asked to choose your preferred method of multi-factor verification (MFA). You will use this whenever you sign into your account. There are three options to choose from: authenticator app, email, or SMS. We recommend using an authenticator app but the choice is up to you.



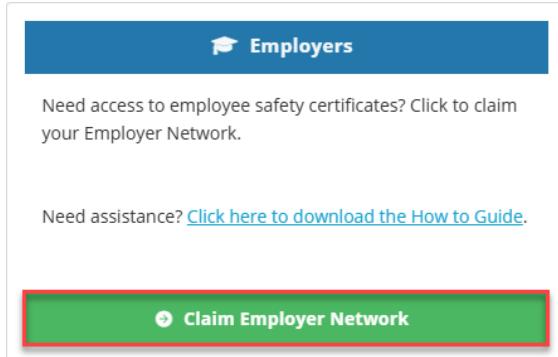
⚠ Secure your account

Multi-factor authentication (MFA) is now required.

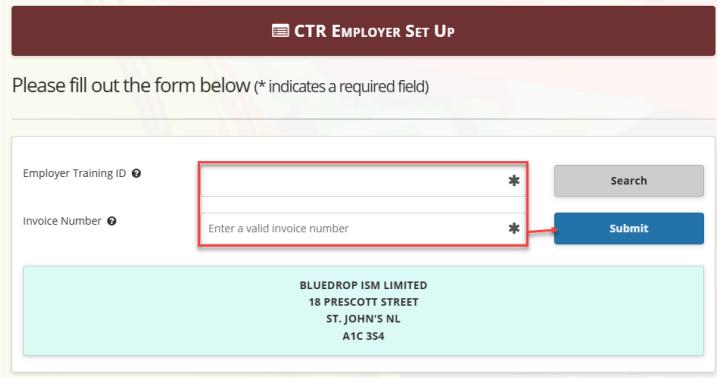
Please set up MFA using one of the following methods.

- Authenticator app** Recommended
Use Google Authenticator, Authy, or similar apps.
- SMS**
Receive codes via text message
- Email address**
Receive codes via email

Once you are signed in, select Claim Employer Network on the CTR homepage.



Here, you will be asked to provide your Training ID and Invoice number. If you do not have this information, you will need to contact WorkplaceNL at 709-778-1000.



CTR EMPLOYER SET UP

Please fill out the form below (* indicates a required field)

Employer Training ID *

Invoice Number *

Enter a valid invoice number *

Search

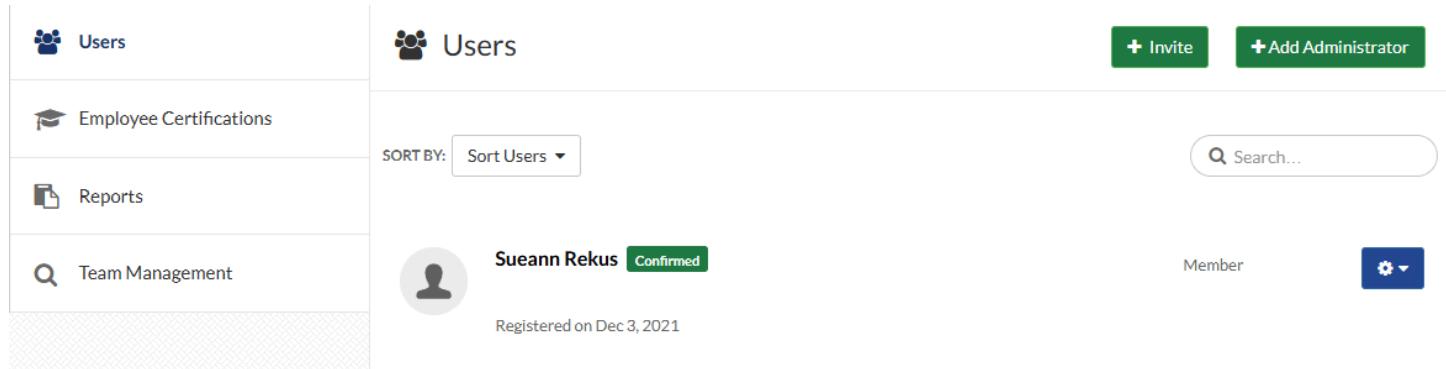
Submit

BLUEDROP ISM LIMITED
18 PRESCOTT STREET
ST. JOHN'S NL
A1C 3S4

Once your account is claimed, you will be redirected to your employer experience.

Users

The Users tab is a list of all employees associated with your network. If you need to add an employee or administrator, you can use the green button.



Users

Employee Certifications

Reports

Team Management

Sort By: Sort Users

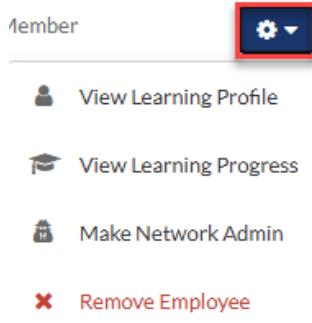
Search...

Sueann Rekus Confirmed

Member

Registered on Dec 3, 2021

If you want to make an existing user an admin or remove an employee, select the gear icon next to their name, and select the desired action.



Member

View Learning Profile

View Learning Progress

Make Network Admin

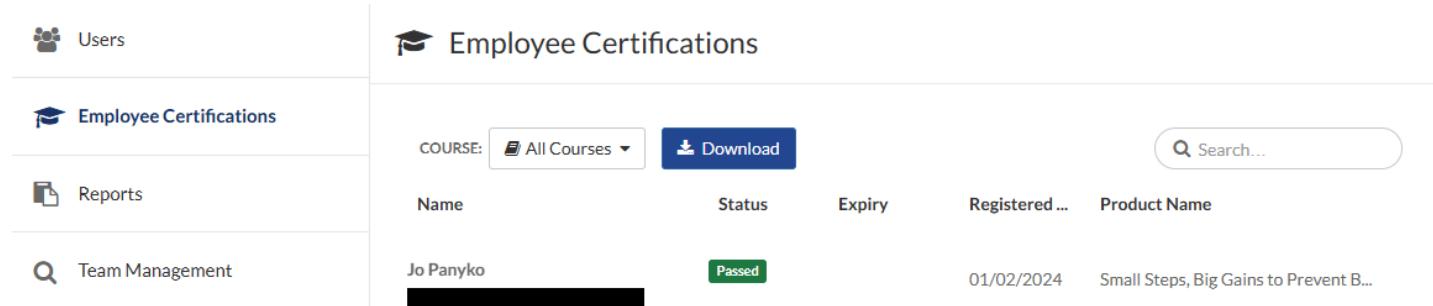
Remove Employee

Employee Certifications

The Employee Certifications tab will let you run a report of the training records of your employees. If you would like to see the results for a specific course, click on All Courses, and choose from the drop-down menu.

Results will be listed by status (passed/expired), expiry date, registration date, and course title (Product Name).

Select Download to generate a report.



Name	Status	Expiry	Registered...	Product Name
Jo Panyko	Passed	01/02/2024		Small Steps, Big Gains to Prevent B...

Reports

For more detailed reporting, select the Reports tab. You will see three options.

The Members Report will show everyone associated with your network in CTR.

The Registered Learners Report outlines the members in your network and their active courses.

The Training Activity Report will let you view the training activity of members in your network.

Reports

Name	Visibility	Owner		
Members Report	Organization	System	 RUN	...
Registered Learners Report	Organization	System	 RUN	...
Training Activity Report	Organization	System	 RUN	...

If you choose any of the reports, you can adjust the date range. The default is 30 Days. Select Run on the desired report, and then select the date range from the dropdown menu.

Run Report



Date Range

Last 30 days



Custom Range

All Time

Today

Yesterday

Last 7 days

Last 30 days

This month

Last 90 days

This year

CANCEL

RUN

Manage Bookings

If you booked training for employees with a Training Provider, you can reach out to the training provider to manage the booking. If you still have the confirmation email, you will find the training provider contact information.

You also have the ability to manage your booking from the SkillsPass Marketplace.

<https://ctr.bluedrop.io/storefront/product-reservation?tab=offline>



Under In Person/Virtual, locate your booking, and select Manage.

Booking Name	Course	Training Provider	Offering date	Seats Remaining	Days Remaining
	Power Line Hazards (virtual)	[REDACTED]	Dec 3, 2025	0	8

Manage

After naming the booking, select Next.

Book and Assign Training

Create your booking below by giving it a name and selecting the number of people you will be giving this training to. The Booking Name will help you better track it in the future. This booking will be made through your business account: **BLUEDROP ISM LIMITED**

Booking Name (optional)	Number of People *
PLH Booking	2

Please note that all courses are available on first-come, first-serve basis.

NEXT

You will see the seats that have been assigned. Select the box next to the learner's name if you wish to resend the invitation and/or unassign the seat.

Assign

2/2 people assigned

 **Resend Invite**  **Unassign**

	First Name	Last Name	Email Address
<input checked="" type="checkbox"/>	Bon	Jones	bob@example.email
<input type="checkbox"/>	Jane	Smith	jane@example.email

Changes can be made to this booking until the day prior to training. For changes required the day of training, contact the Training Provider directly.

Select Assign to reassign the seat to a different learner. Fill out the required information, then hit Assign.

1/2 people assigned

 Resend Invite  Unassign

<input type="checkbox"/>	First Name	Last Name	Email Address
<input type="checkbox"/>	Jane	Smith	jane@example.email

Assign

First Name *

Last Name *

Email Address *

 **Remove Seat** **CANCEL** **ASSIGN**

Changes can be made to this booking until the day prior to training. For changes required the day of training, contact the Training Provider directly.

Confirm the information, then select Assign & Send.

Assign & Send

Invitees:

Subject: Invitation for **Power Line Hazards (virtual)** offline training

Text: Hello,
Please use this link as an invitation for Power Line Hazards (virtual) training course.

CANCEL **ASSIGN & SEND**

Team Management

Now that you know how to assign and manage training, you probably want to see your employees' training records. No problem at all. Taylor has her Swifties, Beyonce has the Hive, and you have... My Team. You will find them in your Employer Network.



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

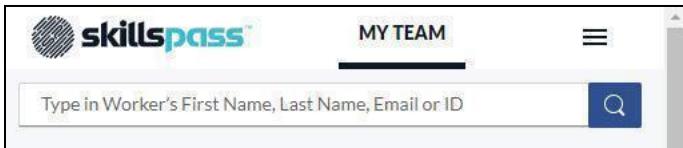
You will notice that members are also listed by first name, SkillsPass ID, partial email address, phone number (if provided), location, and primary employer.

Worker Search						MY TEAM	HELP	EN	SIGN OUT
Type in Worker's First Name, Last Name, Email or ID									
Last Name	First Name	SkillsPass ID	Email Address	Phone Number	City	Primary Employer			
2b	temp	GU7A7Q	*****219@example.com			Bluedrop ISM			
Account	Instructor	3RYKSA	*****tor@bluedrop.com			Bluedrop ISM			
allthetime	goofball	FNBXVA	*****221@example.com			Bluedrop ISM			
Alward	Karen	CT4BTE	*****221@example.com			Bluedrop ISM			
Bacon	Chris P	KACSWP	*****con@exxon.com			Bluedrop ISM			
barking	three dogs	ARSKTZ	*****14b@example.com			Bluedrop ISM			
Bauer	Jack	HF7XFT	*****221@example.com			Bluedrop ISM			
Beek Admin	Talon	N6JVRR	*****min@bluedrop.com			Skillspass Demo			
Beek Admin	Talon	4HXYWW	*****eek@bluedrop.com			Ontario General Contractors Association [O			
Best	Emerson	YX2ZF4	*****est@bluedrop.com		St. John's	Bluedrop ISM			

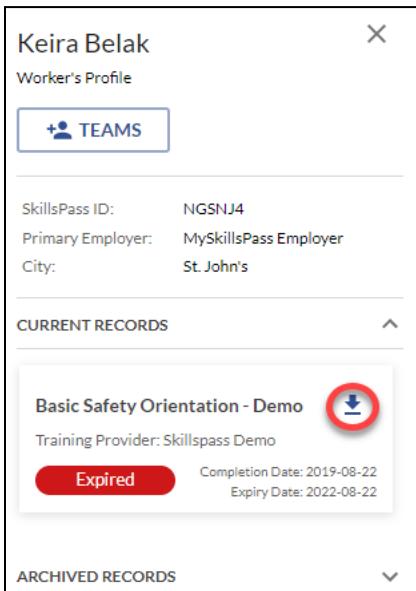
Members of your team are listed 10 per page. If there are more than 10 members of your team, you can scroll by selecting the page number, clicking the arrow, or selecting 'last'.

1 2 3 4 5 > Last

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



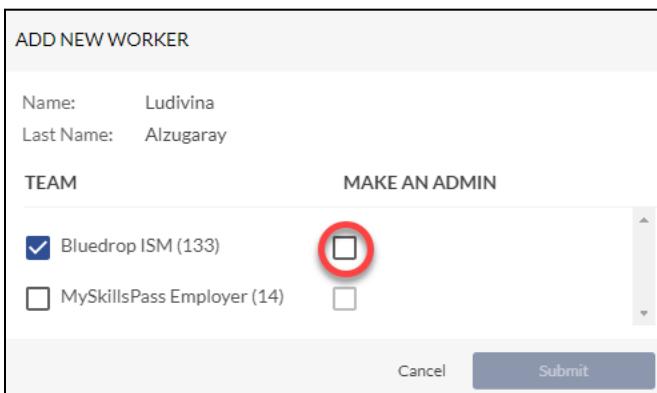
You can access a member's records by clicking anywhere on their profile. You can download a copy of their certificate by clicking on the download icon.



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

 **skillspass** **WORKER SEARCH** CERTIFICATES

Type in Worker's First Name, Last Name, Email or ID 

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.

Worker Search

 WPJS9Z

Don't have SkillsPass ID or Emails?

SEARCH

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.

ADD NEW WORKER

Name: Meghann
Last Name: Nims

TEAM

Bluedrop ISM (133)
 MySkillsPass Employer (14)

[Cancel](#) [Submit](#)

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	***69Z	*****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.

Type in SkillsPass ID or email address

[Don't have SkillsPass ID or Emails?](#)

Type in SkillsPass ID or email address

Fill in at least 2 fields for better results.

Last Name Pallanes	Phone Number  +1
First Name Cher	Postal Code 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 X

Worker's Profile

[+1 TEAM](#)

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:
example@domain.com

Mobile Number:
CA +1

Postal Code:
A1A 1A1

[PROCEED](#)

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.

Workers
Total by Certificate
Marisha AmodtBluedrop ISM
Kimberley Aragon Bluedrop ISM
Adriane ArjuneBluedrop ISM
Deena BauteBluedrop 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.

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

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

COMPLETION DATE		CERTIFICATE STATUS				
Trainee's Certificate Completion Date						
<input type="button" value="Start Date"/> <input type="button" value="End Date"/>		<input type="button" value="Clear"/> <input type="button" value="Apply"/>				
< 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

Status lets 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	
<input type="checkbox"/> All <input type="checkbox"/> Certified <input type="checkbox"/> Expiring Soon <input type="checkbox"/> Expired	
<input type="button" value="Clear"/> <input type="button" value="Apply"/>	

Courses will let you filter by specific training.

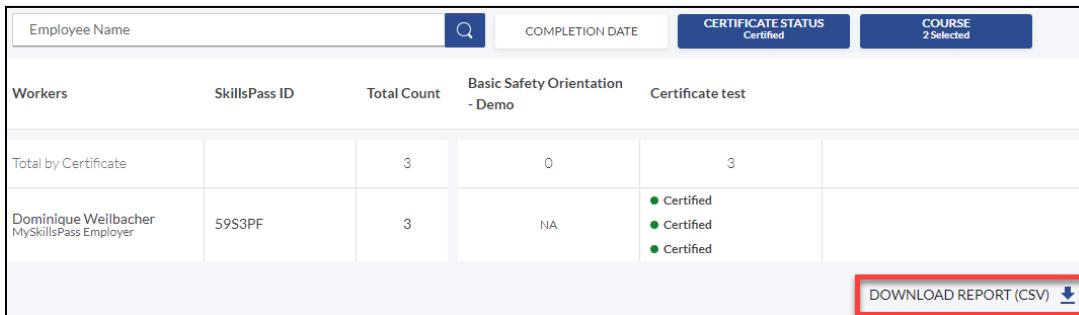
COURSE	
Courses associated with Trainee	
<input type="text" value="Search for Course"/>	
<i>There are more than 10 items. Please refine the search.</i>	
<input type="checkbox"/> All <input type="checkbox"/> Basic Safety Orientation ... <input type="checkbox"/> Basic Safety Orientation ... <input type="checkbox"/> Certificate Test	

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

<input type="button" value="Clear"/> <input type="button" value="Apply"/>	
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More Reports

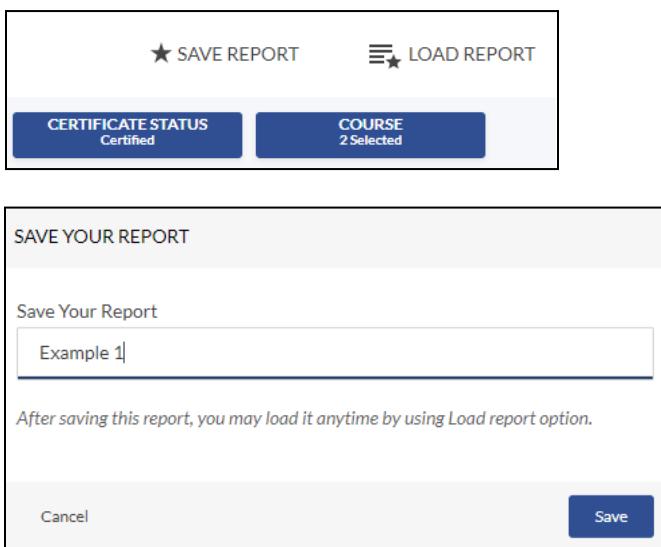
You have the ability to download a report based on your customized search.



Workers	SkillsPass ID	Total Count	Basic Safety Orientation	Certificate test
Total by Certificate		3	0	3
Dominique Weilbacher MySkillsPass Employer	59S3PF	3	NA	<ul style="list-style-type: none">CertifiedCertifiedCertified

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

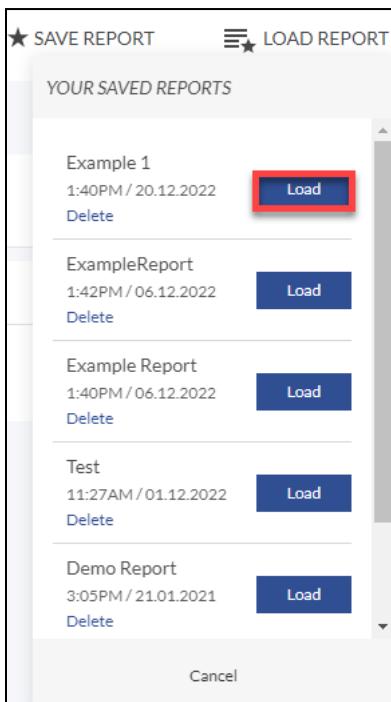
Save Your Report

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	Load
ExampleReport 1:42PM / 06.12.2022	Load
Example Report 1:40PM / 06.12.2022	Load
Test 11:27AM / 01.12.2022	Load
Demo Report 3:05PM / 21.01.2021	Load

Cancel Delete

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

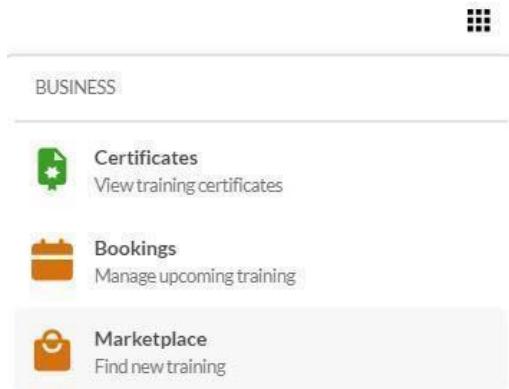
DOWNLOAD REPORT (CSV) 

Navigation

Star Trek has the teleporter and SkillsPass has the Navigation Waffle (SNW). Honestly, we think our name is better.



The SNW lets an employer admin switch back and forth between the Marketplace, their bookings, and their employer dashboard. Now, if they are registering employees for training or managing bookings, just click on the waffle to return to the dashboard.



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.

HELP 