

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

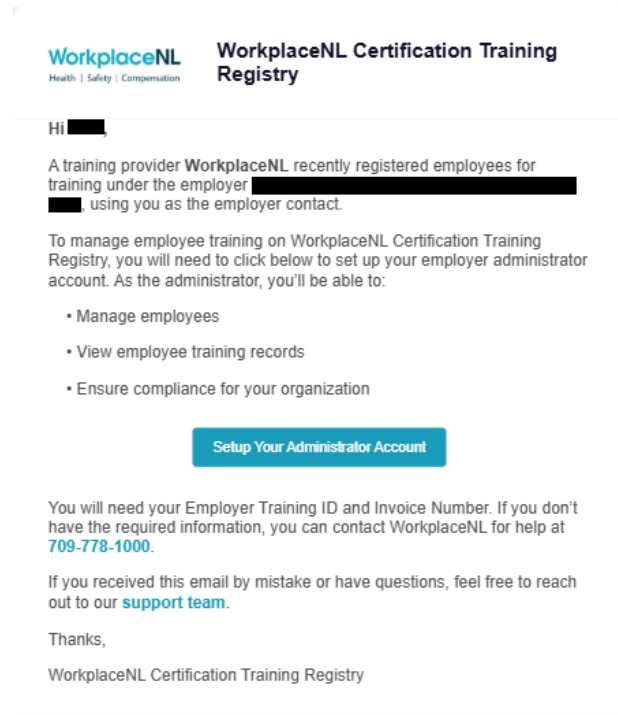
Have you been here before? If you have, maybe you're interested in heading to the good parts:

- [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

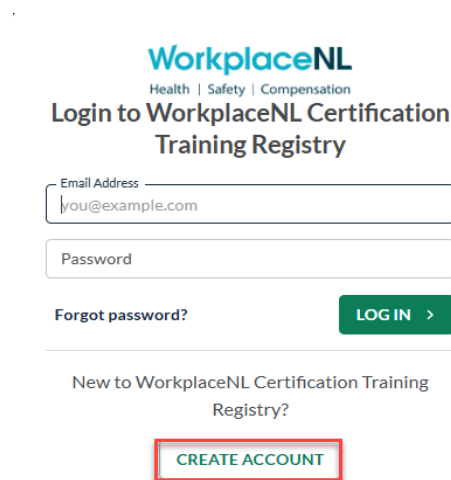
Claiming an Employer Network

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.





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.




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.


English ▾




 **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.

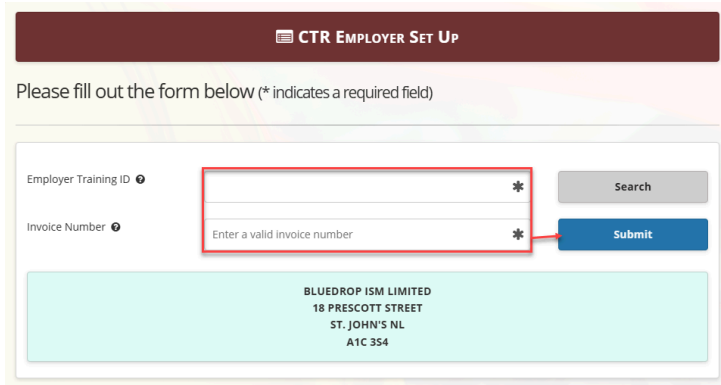
 **Employers**

Need access to employee safety certificates? Click to claim your Employer Network.

Need assistance? [Click here to download the How to Guide.](#)

 **Claim Employer Network**

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.

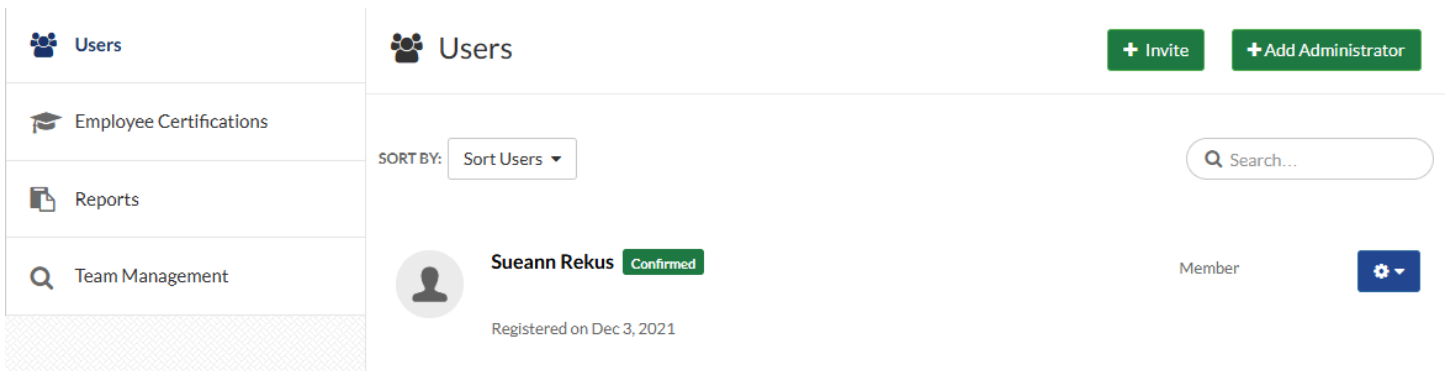


The image shows a web form titled "CTR EMPLOYER SET UP". Below the title, it says "Please fill out the form below (* indicates a required field)". There are two input fields: "Employer Training ID" and "Invoice Number". Both fields have a red border and an asterisk (*) indicating they are required. The "Invoice Number" field has a placeholder text "Enter a valid invoice number". To the right of the "Employer Training ID" field is a "Search" button. To the right of the "Invoice Number" field is a "Submit" button. Below the input fields, there is a light blue box containing the following text: "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.

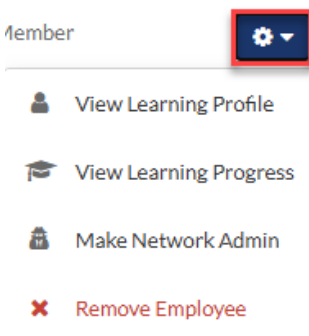
Users

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.



The image shows the "Users" tab interface. On the left, there is a sidebar with four menu items: "Users" (selected), "Employee Certifications", "Reports", and "Team Management". The main content area has a header with "Users" and two green buttons: "+ Invite" and "+ Add Administrator". Below the header, there is a "SORT BY:" dropdown menu set to "Sort Users". To the right of the dropdown is a search bar with the placeholder text "Search...". Below the search bar, there is a user profile card for "Sueann Rekus". The card includes a profile picture, the name "Sueann Rekus", a green "Confirmed" status tag, the role "Member", and a gear icon for settings. Below the name, it says "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.



The image shows a user action menu. At the top, there is a "Member" label and a gear icon with a dropdown arrow. Below the gear icon, there is a list of four actions: "View Learning Profile", "View Learning Progress", "Make Network Admin", and "Remove Employee". The "Remove Employee" action is highlighted with a red 'X' icon.

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.

Users

Employee Certifications

Reports

Team Management

Employee Certifications

COURSE: All Courses

Download

Search...

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	<div>▶ RUN</div>	...
Registered Learners Report	Organization	System	<div>▶ RUN</div>	...
Training Activity Report	Organization	System	<div>▶ RUN</div>	...

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.

<div> <div>IN PERSON/VIRTUAL</div> <div>ONLINE</div> <div>LEARNING PATHS</div> </div>					
Booking Name	Course	Training Provider	Offering date	Seats Remaining	Days Remaining ?
	Power Line Hazards (virtual)		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)

PLH Booking

Number of People

2

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

NEXT

You will see the seats that have been assigned. ISelect 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

CERTIFICATES

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
Zb	temp	GU7A7Q	*****219@example.com			Bluedrop ISM
Account	Instructor	3RYKSA	*****tor@bluedrop.com			Bluedrop ISM
allthetime	goofball	FNBXVA	*****221@example.com			Bluedrop ISM
Alvard	Karen	CT4BTE	*****221@example.com			Bluedrop ISM
Bacon	Chris P	KACSWP	*****con@exoon.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	4HXYWV	*****eek@bluedrop.com			Ontario General Contractors Association (T
Best	Emerson	YX2ZF4	*****est@bluedrop.com		St. John's	Bluedrop ISM

1

2

3

4

5

>

Last

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

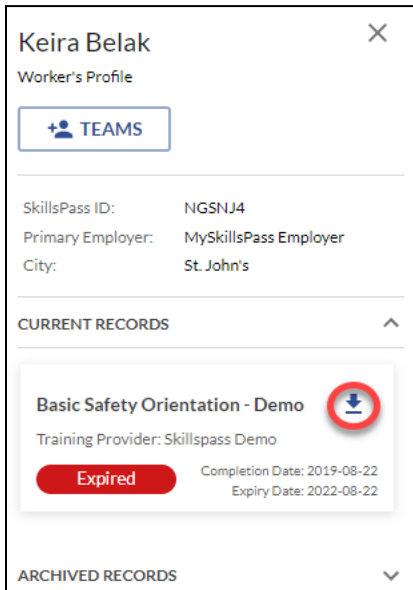
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Last

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

The image shows the 'MY TEAM' section of the SkillsPass interface. At the top left is the SkillsPass logo. To its right is the text 'MY TEAM' and a hamburger menu icon. Below this 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.

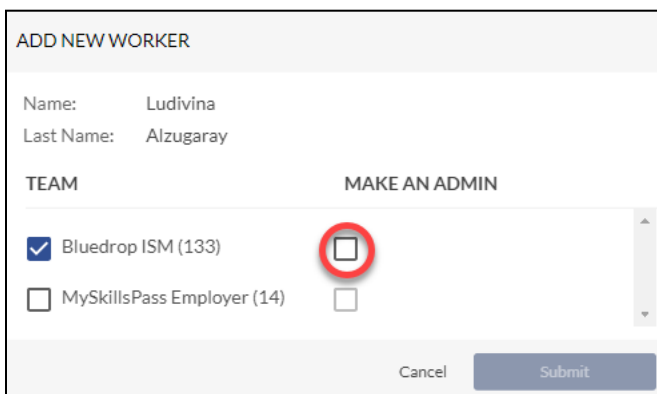
You can access a member's records by clicking anywhere on their profile. You can download a copy of their certificate by clicking on the download icon.

The image shows a worker's profile for 'Keira Belak'. At the top is the name 'Keira Belak' and a close button. Below is the section 'Worker's Profile' with a 'TEAMS' button. Further down, it lists 'SkillsPass ID: NGSNJ4', 'Primary Employer: MySkillsPass Employer', and 'City: St. John's'. Below this is a section for 'CURRENT RECORDS' with an upward arrow. It contains a record for 'Basic Safety Orientation - Demo' with a download icon (a red circle with a white download symbol). Below the record title, it says 'Training Provider: Skillspass Demo'. There is a red 'Expired' button and completion/expiry dates: 'Completion Date: 2019-08-22' and 'Expiry Date: 2022-08-22'. At the bottom is a section for 'ARCHIVED RECORDS' with a downward arrow.

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

The image shows a snippet of a team member list. It has a light blue background. The first row shows the name 'Bichrest' and 'Winona'. Below 'Bichrest' is a red box containing the word 'Admin'.

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 image shows the 'ADD NEW WORKER' form. It has a light gray header with the title 'ADD NEW WORKER'. Below is a form with 'Name: Ludivina' and 'Last Name: Alzugaray'. There are two sections: 'TEAM' and 'MAKE AN ADMIN'. Under 'TEAM', there are two checkboxes: 'Bluebird ISM (133)' (checked) and 'MySkillsPass Employer (14)' (unchecked). Under 'MAKE AN ADMIN', there are two checkboxes: the top one is circled in red and is unchecked, and the bottom one is unchecked. 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

 **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

[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	***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.

<div>Last Name</div> <div>Pallanes</div>	<div>Phone Number</div> <div> +1</div>
<div>First Name</div> <div>Cher</div>	<div>Postal Code</div> <div>A1A 1A1</div>

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:
example@domain.com

Mobile Number:
 +1

Postal Code:
A1A 1A1

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 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
----------------------------------	------------------	----------------

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	Q
---------------	---

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

COMPLETION DATE	CERTIFICATE STATUS	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

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 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

☐ All
 ☐ Certified
 ☐ Expiring Soon
 ☐ Expired

Clear

Apply

Courses will let 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

More 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	● Certified ● Certified ● Certified
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.

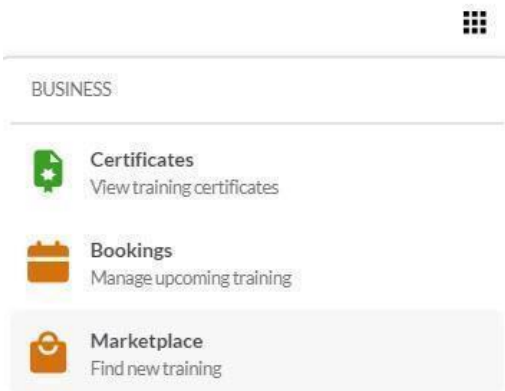


Navigation

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.

