Employer Portal Guide

This Guide will help you with the following:

- Completing Enrolments
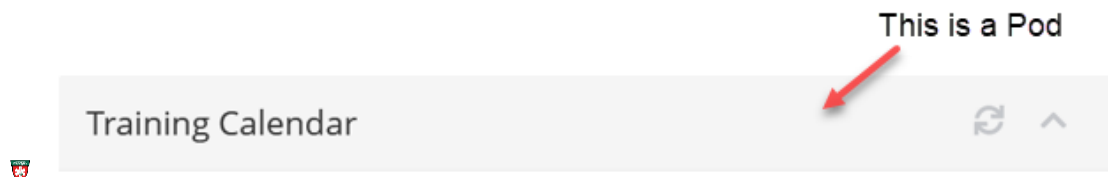- Find and View Student Records
- View Enrolments in your Course/s
- Download Certificates at any time
- Update your Details, Username and Password

Completing Enrolments

There are 2 ways to complete an enrolment in the Employer Portal.

Please note, if you complete an enrolment on our Book A Course website, the enrollee will not appear in your Employer Portal.

On the Dashboard, have a look through your Training Calendar to view available Course Dates and Locations. Be sure to select the correct Course Code and Location to begin the enrolment.
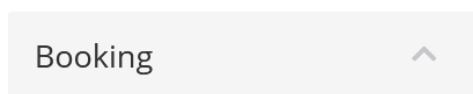

Underneath the **Booking** Pod, you can copy the links for **Group Bookings** or **Individual Bookings.** Paste the link into a browser, this will take you to a page where you can select a Course and Date, then simply complete an enrolment online. **Be sure to enter your Employer Code.**
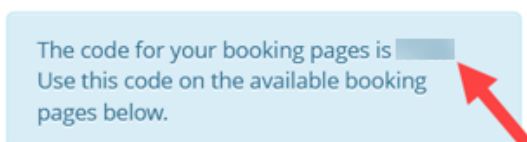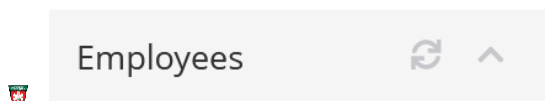
Find and View Student Records

You can find any students you have enrolled, **using the Employer Portal.**
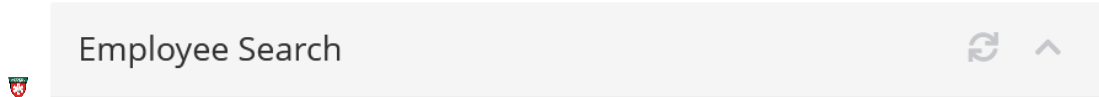
Employee Search ↻ ∧

Select the search bar underneath the **Employee Search** pod and start typing for results.

Employees ↻ ∧

Found in the bottom left corner of the page on your dashboard.

Student Records

Overview

View student details. Such as, Name, USI number, Date of Birth, Email, Mobile Number, Address and Username. Their **Upcoming Training** is also located on the far right, showing the course, location, date, and time.

Learning

Each option will show you the progress of the students online learning.

Records

Select **Certificates**, to view and download Certificates that have been issued to the student.

Enrolments

You can view the students Active, Completed and Cancelled enrolments, and download a copy of their Statement of Attainment in the Actions column.

Download Certificates at any time

From the student record, select Records ▾ and then Certificates, and simply select the highlighted text 'Download'.

View Enrolments in your Course/s

Course dates will only appear in your calendar if it has been confirmed by the office. Find the date you have booked and select the orange tab, (as shown in the screenshot below), this will show your active enrolments.
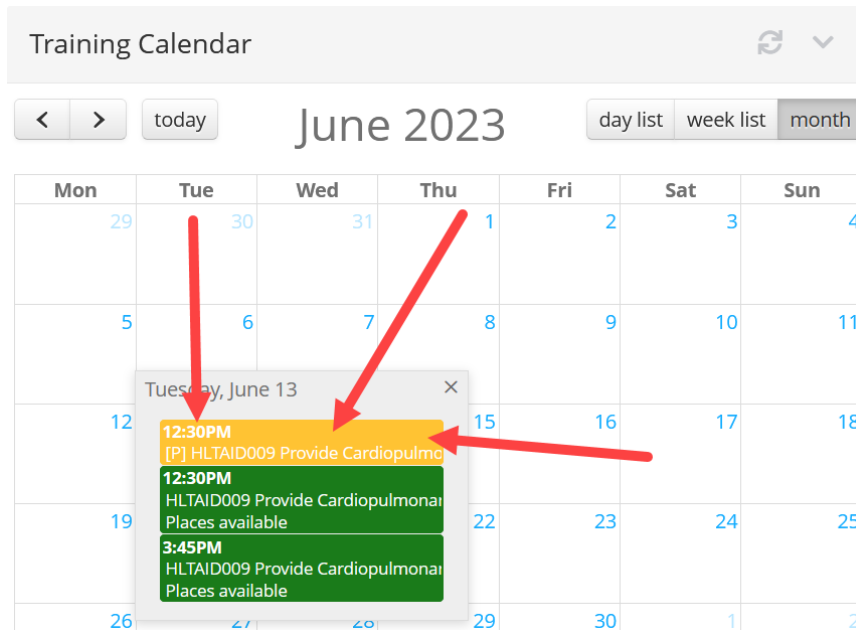
Update your Details, Username and Password

To update your details or change your username and password, simply select your name in the top right corner, then **Profile.**

- 🛡 **Profile ▾ > Personal Details**
  Select Profile▾ then **Personal Details** to update your Name, Mobile Number, Date of Birth, Email and Residential/Postal Address.
- 🛡 **Sign In**
  Change your Username and Password.
- 🛡 **Certificates**
  Your certificates will appear here if you have completed any courses with us.
- 🛡 **Notifications > History**
  Select **Notifications** then **History** to see any emails or text messages sent to you by us.

If you require any further details or believe more information should be added to this guide, please call our office or email us at

training@internationalparamediccollege.com.au

1300 244 994

Our Website

https://www.internationalparamediccollege.com.au/

Online Store

https://store.internationalparamediccollege.com.au/

Services ∞Training ∞ Supplies