

Master Admin Account User Guide

How to Invite Members

To invite new members, navigate to your “Manage Profile” page. Under the “Information & Settings” section

Information & Settings



Edit Bio

Update your information and choose privacy settings for individual fields.



Sub-accounts

View and manage current Sub-accounts, send invitations.

Here, you will see how many sub-accounts, or “Seats”, you have to offer and how many are available. As seats available will change. You have the following two options to send out invitations:

My Sub-accounts



Sub-accounts Sign-in Report

team memtest currently has **50 seats, 49 of which are available.**

Option 1: Use your sub-accounts direct link:

You will be presented with a link that is unique to your master account. Please copy and paste this link when you create a sub-account and utilize it.

Your Sub-accounts Direct Link (get a new public key)

http://www.careeracademy.com/general/register_start.asp?regkey=EB39C814-2028-4AB1-87FA-77A7685354DE

Your Sub-accounts direct link may be provided to potential Sub-accounts by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

Do NOT click on “get a new public key”. This option will generate a new key and any invitations with the

Your Sub-accounts Direct Link (get a new public key)

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To expire the direct link, click ~~get a new public key~~ link above.

Option 2: Invite users directly from this page via email:

Below the direct link, there will be an area to “Invite New Members”. In the space provided, enter in the email addresses, of those you would like to invite. Then click “Send Invite”.

Invite New Members

You may enter the email address of up to 49 recipient(s), either comma or semi-colon separated or one address per line.

Enter Emails Here.

SEND INVITE

How to Access Sign in Reports

Navigate to your “Manage Profile” page. Under the “Information & Settings” section, select “Sub-accounts Account Sign in Report.” link.

My Sub-accounts


 Sub-accounts Sign-in Report

team memtest currently has **50** seats, **49** of which are available.

Then you will need to select a date range. Once you have selected a range, click on “Search”. A table will display the students and how many sign-ins each student has.

My Sub-accounts

 Manage Sub-accounts

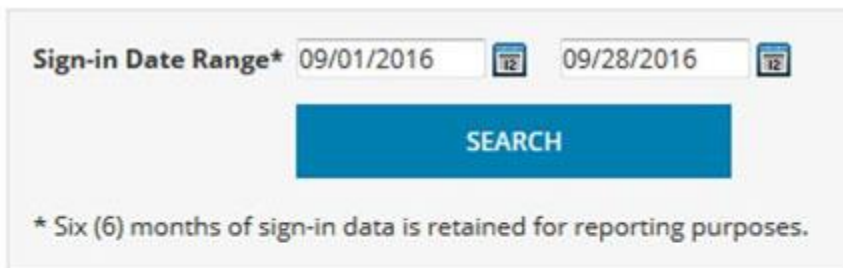




Sign-in Date Range*  

SEARCH

* Six (6) months of sign-in data is retained for reporting purposes.

Once the table has appeared, you can click on “Export Sub-accounts Sign-in Report” A small box will appear with the text: “File Export. Your file is ready, click here to download.” Once you do that, all of the information on the sign-in report will be saved to an Excel document.



Sign-in Date Range* 09/01/2016  09/28/2016 

SEARCH

* Six (6) months of sign-in data is retained for reporting purposes.

 **Export Sub-accounts Sign-in Report (Unicode)**

Member Name / Organization

Ron Test1

Knowing Your Sub-Account Icons

At the bottom on your “My Sub-accounts” page, there is a list of all your Sub-Account members. There are several icons registered in your sub-accounts:

1. **Edit this member’s bio**
2. **Detach this member’s account**
3. **Suspend this member account**
4. **View this member profile**
5. **Sign in as this member**

Your Sub-accounts

 **Export Sub-accounts** (Unicode)

Options

Member Name / Organization

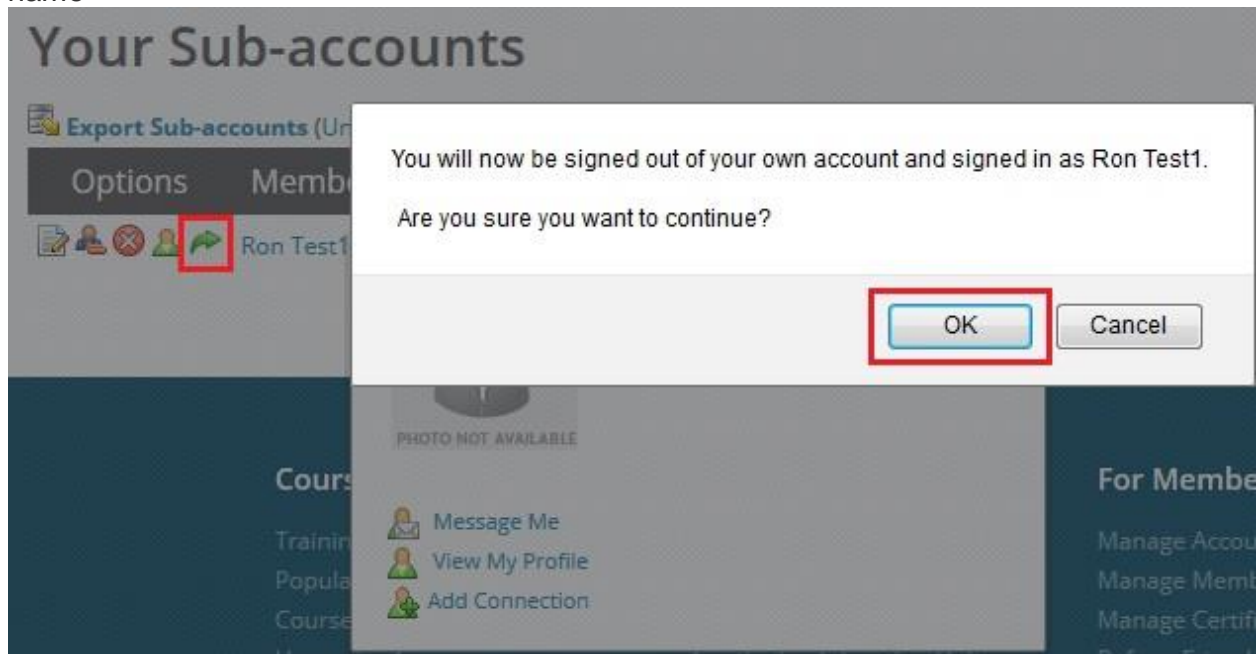


Ron Test1

1 2 3 4 5

How to Pull Members' Reports for Quiz Scores

On your "Sub-accounts" page, scroll down to the table where your existing sub-account (member) information is displayed. Click on the member whose Quiz reports/scores you would like to see and sign into their account by clicking on the green arrow icon next to their name.



Once you are signed into the member's account, locate and click on the "My Quiz Journal Entries" link in the navigation menu on the blue banner.

My Membership

My Courses

My Quiz Journal Entries

My Certificates

My Favorites

Manage My Profile

On the following page, you will see the member's name at the top of the page, and two tabs below it: "Certifications/Programs" and "Journal Entries". Click the "Journal Entries" tab. Here you will see options such as "Status", "Credit Type", "Certification/Program", and "Credits Earned: From – To" for you to use. When you are done choosing your filters, click on "Apply Filter".


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MY MEMBERSHIP » MY QUIZ JOURNAL ENTRIES

Certifications/Programs | Journal Entries

Status: All Statuses Certification/Program: All Certifications/Programs
Credit Type: All Types Credits Earned: From [] To []
[APPLY FILTER](#)

[Export Entries \(Unicode\)](#) [Print Transcript](#) [Print Filtered Entries](#) [Email Transcript](#) [Add Entry](#)




Options	Status	Entry Date	Details	Credits	Expires	Score (%)
  	Approved	9/29/2016	Certified Wireless Network Administrator (CWNA) Completed Quiz: CWNA Course 01 - Review Quiz	0	Never	40

You can then click on "Export Entries" to have the data exported to an Excel document, where you can edit it. Once you click on "Export Entries", a window will come up – click on the "Click here to download" link in the window to download the data exported to your computer.

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MY MEMBERSHIP » MY QUIZ JOURNAL ENTRIES

The screenshot shows the Career Academy admin interface. A modal window titled "Data Management: File Export" is open, displaying "Your file is ready" and a red-bordered button labeled "Click here to download". Below the modal, the "Export Entries (Unicode)" button is also highlighted with a red border. The main interface includes a navigation bar with "Certifications/Programs" and "Journal Entries" tabs, filter dropdowns for "Status" and "Credit Type", and a toolbar with "Print Transcript", "Print Filtered Entries", "Email Transcript", and "Add Entry" buttons. A table of certificates is visible below, with columns for "Options", "Status", "Entry Date", "Details", "Credits", "Expires", and "Score (%)".

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
  	Approved	9/29/2016	Certified Wireless Network Administrator (CWNA) Completed Quiz: CWNA Course 01 - Review Quiz	0	Never	40

How to Locate, Download and Print Certificates of Completion

Sign in as the member whose Certificate of Completion you would like to access. Once you are signed in to the "My Certificates" link in the "My Membership" dropdown menu on the blue banner.

The screenshot shows the "My Membership" dropdown menu. The menu items are "My Courses", "My Quiz Journal Entries", "My Certificates", "My Favorites", and "Manage My Profile". The "My Certificates" item is highlighted with a red border.

On the following page, click on the "Certifications/Programs" tab to see any Certificates of Completion earned.

Certifications/Programs	Journal Entries
Name	Status
 Certified Wireless Network Administrator (CWNA)	Complete

Locate the desired Certificate of Completion and click on the Certificate icon to the left of the Certificate name, then open in a separate window where you will be able to print it.

Certifications/Programs	Journal Entries
Name	Status
 Certified Wireless Network Administrator (CWNA)	Complete