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HOW TO CREATE EMPLOYEE ACCOUNTS ON EMLEARNING

INTRODUCTION

EMlearning Administrators ("Admins") have the ability to:

- create new user accounts and training groups

- assign training

- generate training reports for their organisation.

This guide provides Admins with step-by-step instructions for adding new user accounts in EMlearning.

ADDING A NEW EMPLOYEE

1. Please start by logging into your EMlearning account.

2. Click on 'Admin' in the top right corner of the homepage. This will direct you to the Learning Management System (LMS)
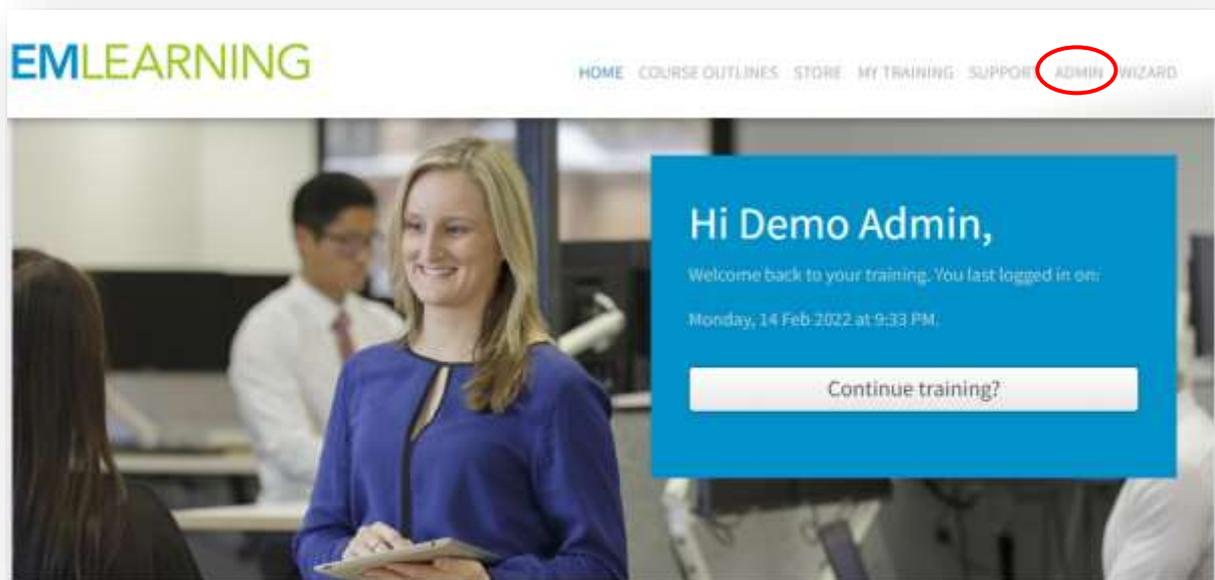
3. In the LMS, on the left side of the screen, click on the **name of the group** you wish to enrol the user in. In most cases, the group will simply be your company name.
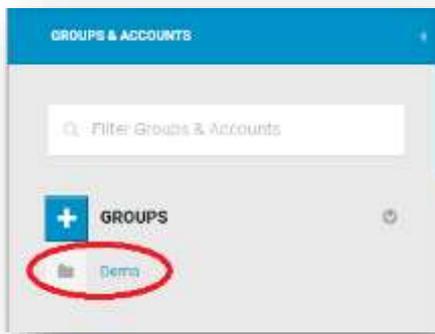
4. Click **'+ Accounts'** on the left side of the screen:
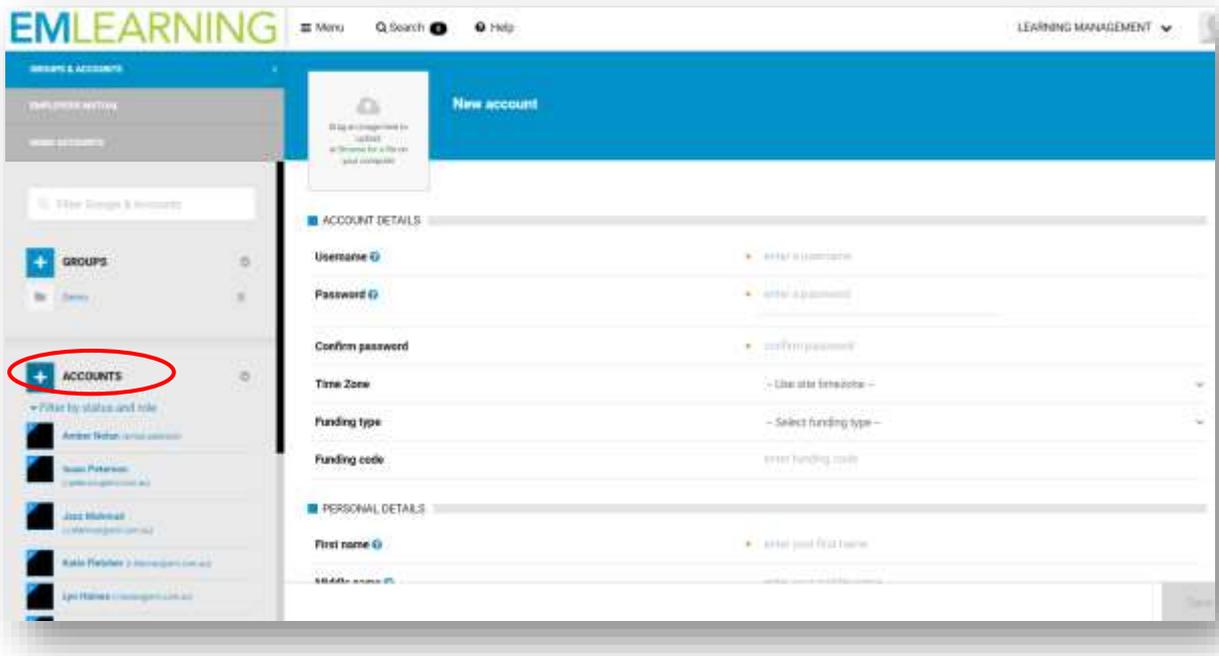
5. **Enter the new user's details**:

- Username: The username must be the user's **email address**: e.g john.smith@gmail.com ()
  This will help make it easier for the user to remember their login details in the future.

- Password: Please enter the password as: **Mybenefits1**

  o (**Note:** Mybenefits1 is the default password that will appear in the users welcome email with their login details. The user will be required to set up a new password when they first login.

- Enter any **required information** marked with a red asterisk **(*)** beside the field and any other information that may be relevant.

6. You will now need to determine if this user is going to be an '**Administrator**' or a '**User**' on EMlearning.

Did you know?

Administrators:

- Can view and access the Admin page of EMlearning to create user accounts and groups, manage training and run reports for the group.

- <u>All</u> EMlearning courses are automatically assigned to Administrators at account creation.

Users

- Cannot view or access the "Admin" page of EMlearning.

- EMlearning courses are not automatically assigned to users at account creation.

Scroll down to the **"Groups"** section. Click "**Select role**" to display the menu of available options": Click on the preferred role type, then click "**Add**" to confirm (see image below)

7. Click '**Save**' at the bottom right of the screen
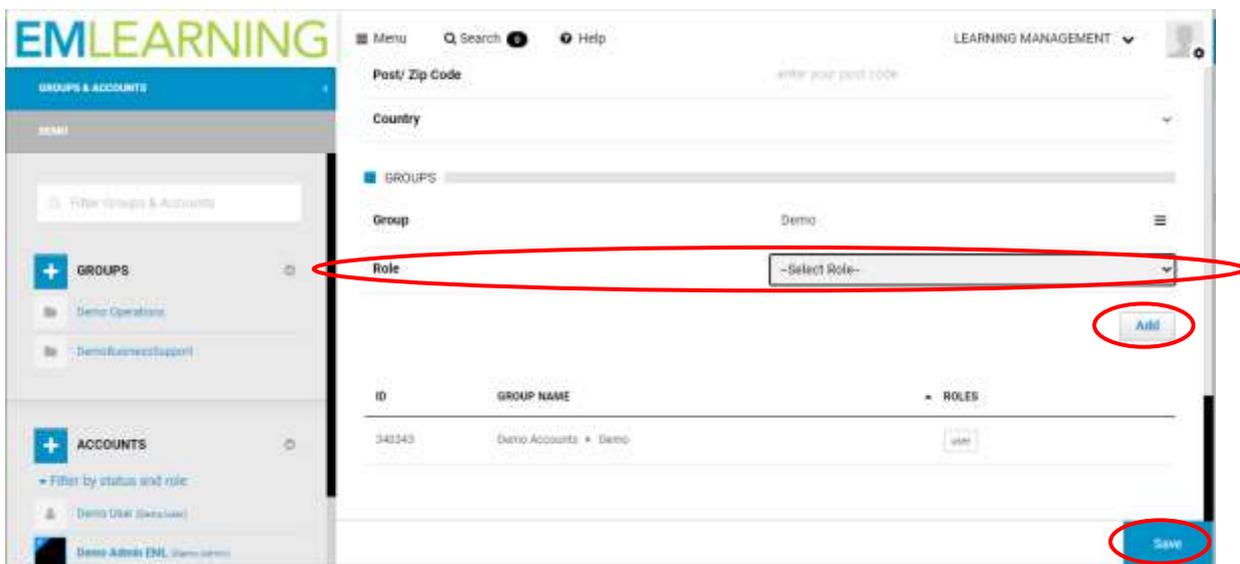
Well done! You have created a new user account on EMlearning.

EMlearning will now automatically send the new user a **welcome email** advising they have been registered for EMlearning as well as provide them with their login details.

Important!

Users are not automatically assigned training when their account is created.

You will need to assign the relevant courses to the individual user, or you can also assign training to a whole group. If you do not do this, your users could login and discover that they have no training to complete.

To find out more about assigning training to individual users or a group, please refer to our **Emlearning assigning training and reporting guide.**

ADDING MULTIPLE NEW USERS

If you have **20 or more new users** to add to EMlearning and would like support in adding their accounts, please contact us at mutualbenefits@eml.com.au. We will send you a batch upload template and ask you to provide the following user information in order to create the user accounts for you:

- username (email address)

- first name

- last name

- password (Mybenefits1)

- role (admin or user)

- company name or EMlearning group identification (if known).

Please allow up to **five business days** for the accounts to be added

Once the accounts have been created, all new users will receive a welcome email with their login details.

ADDITIONAL RESOURCES

The **EMlearning assigning training and reporting guide** will show you how to assign specific courses to your Users or their Group.

If you would like to know more about how to use EMlearning's in-built Learning Management System, please visit the **Knowledge Base**.

Alternatively, please contact us at **mutualbenefits@eml.com.au**

CONTACTS

MB22/001

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