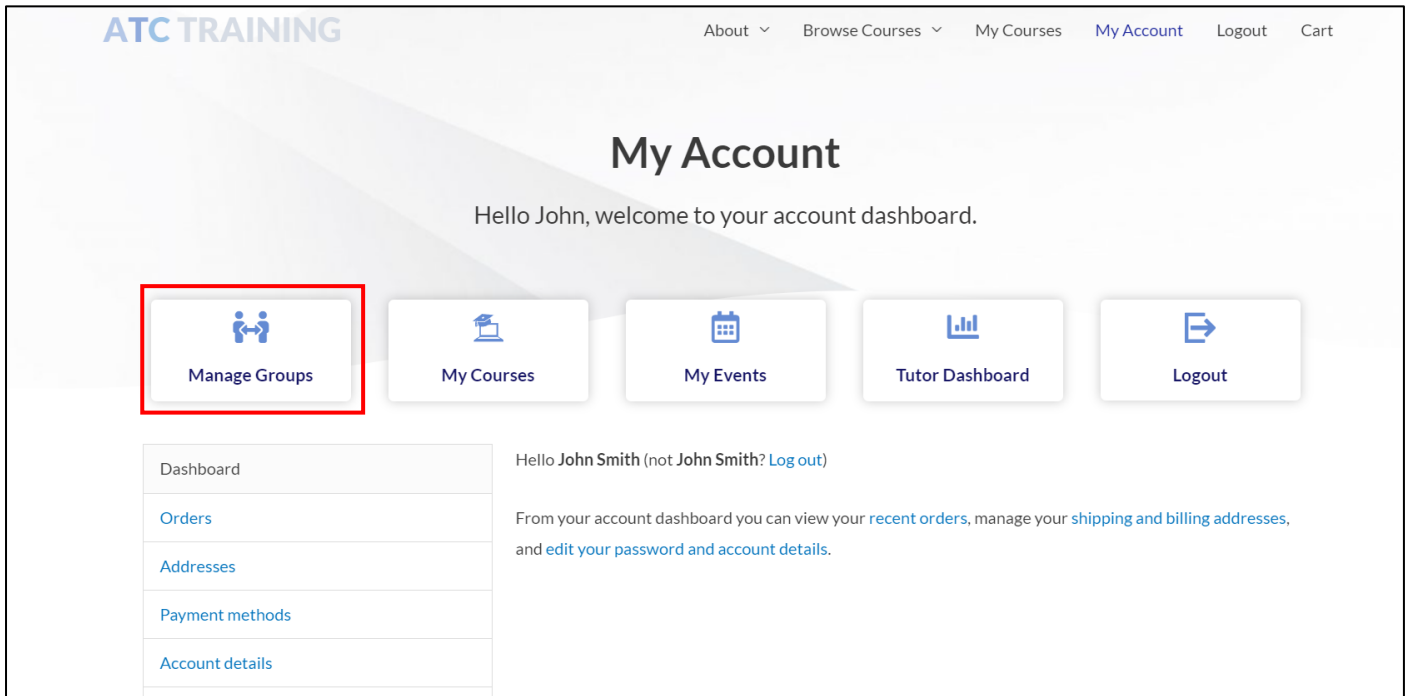
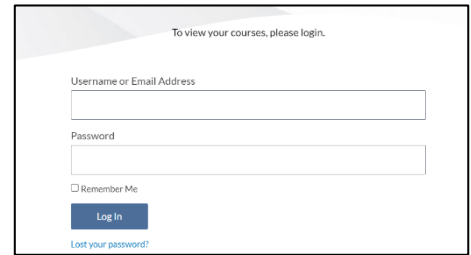


# ATC Training System Guide for Group Leaders

## Login

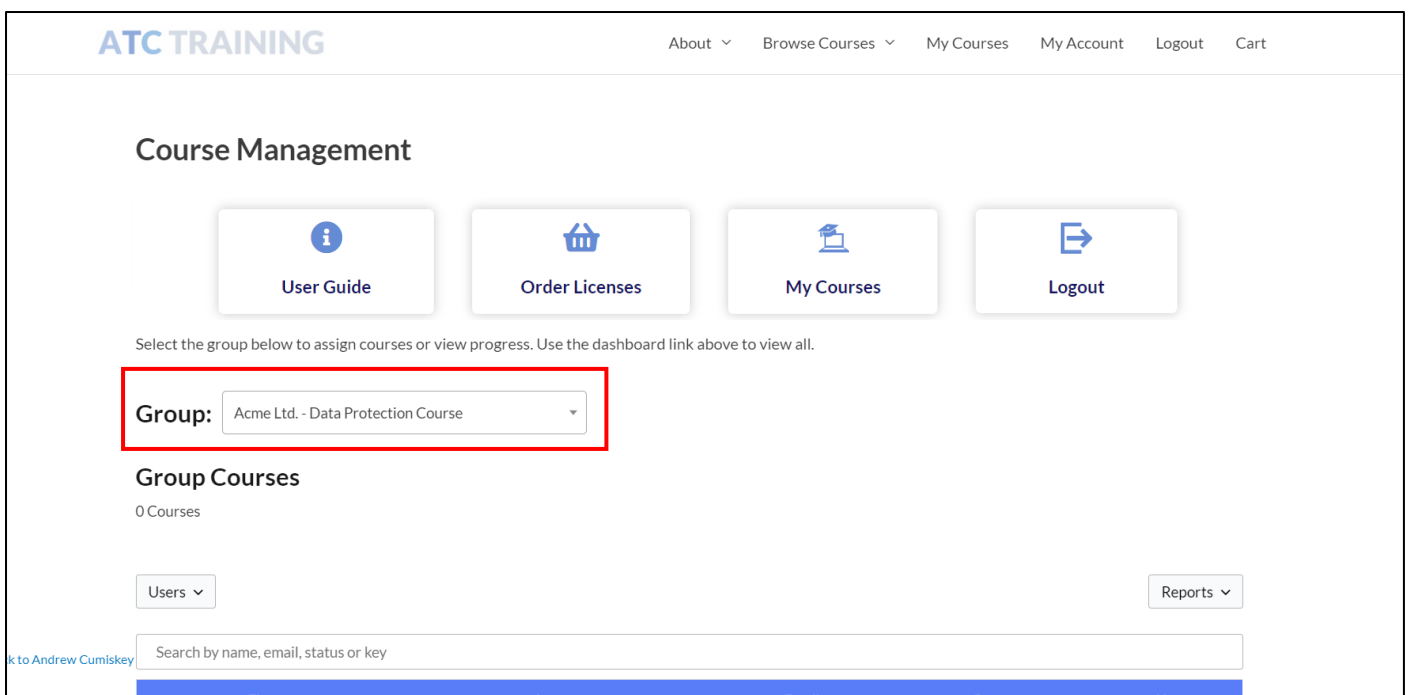
Login at <https://atctraining.net/group-management> or via the 'My Account' page.

After logging in, if you are not redirected to the Course/Group Management page, click the 'Manage Groups' link shown below.



## Course/Group Management View

From this page, group leaders can view any groups they are assigned as a group leader. If your company will be issuing more than one course, you will usually see a drop-down box showing the different course names. You can select the appropriate course to issue a login or view progress of existing students against that course.



You can see the number of licenses available. If you have available licenses, you can add a new user. We recommend adding a new user one at a time using the 'Add one' button shown below.

**Group:** Acme Ltd. - H&S

**Group Courses**  
1 Course

— [Airside Safety Awareness \(GEN04\)](#)

**Enrolled users**  
0 Users

10 Licenses remaining / 10 Total Licenses

Users ▾ Reports ▾

**Add one** Add multiple Upload users Download keys Export CSV

First name	Last name	Email	Status	Key
No data available in table				

Showing 0 to 0 of 0 entries

**Group leaders**

A popup will appear to enter the new user details. Once entered, there may be a short delay and you will get a response confirming the user has been added.

Do not enter a password as the system will generate one automatically.

The user will be sent an email with login information and advised they have the course available to complete. If the user already exists, they will get an email advising a new course has been added.

We recommend adding one at a time rather than using the upload option. If you have a large number of new users, contact [support@atctraining.co.uk](mailto:support@atctraining.co.uk) and we can upload in bulk.

Ignore the download keys function, this is not required for the purpose of your account.

**Add user**

First name\*

Last name\*

Email\*

Password

Set an optional password for new users. If no password is entered, a random password will be generated. If the user already exists, the user's password will not be changed and this value will be ignored.

Add user

You can monitor the progress of your trainees and if courses have been completed, click under the status to view and download their certificate.

**Level 3 Certificate in Assessing Vocational Achievement (RQF)**

Users ▾ Reports ▾

Search by name, email, status or key

First name	Last name	Email	Status	Key
Claire	Christian	cl:	Completed	
Ann	Myatt	ar	In Progress	
Daniel	Jacobs	Tr	In Progress	
Danielle	Judge	gl:	In Progress	