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.
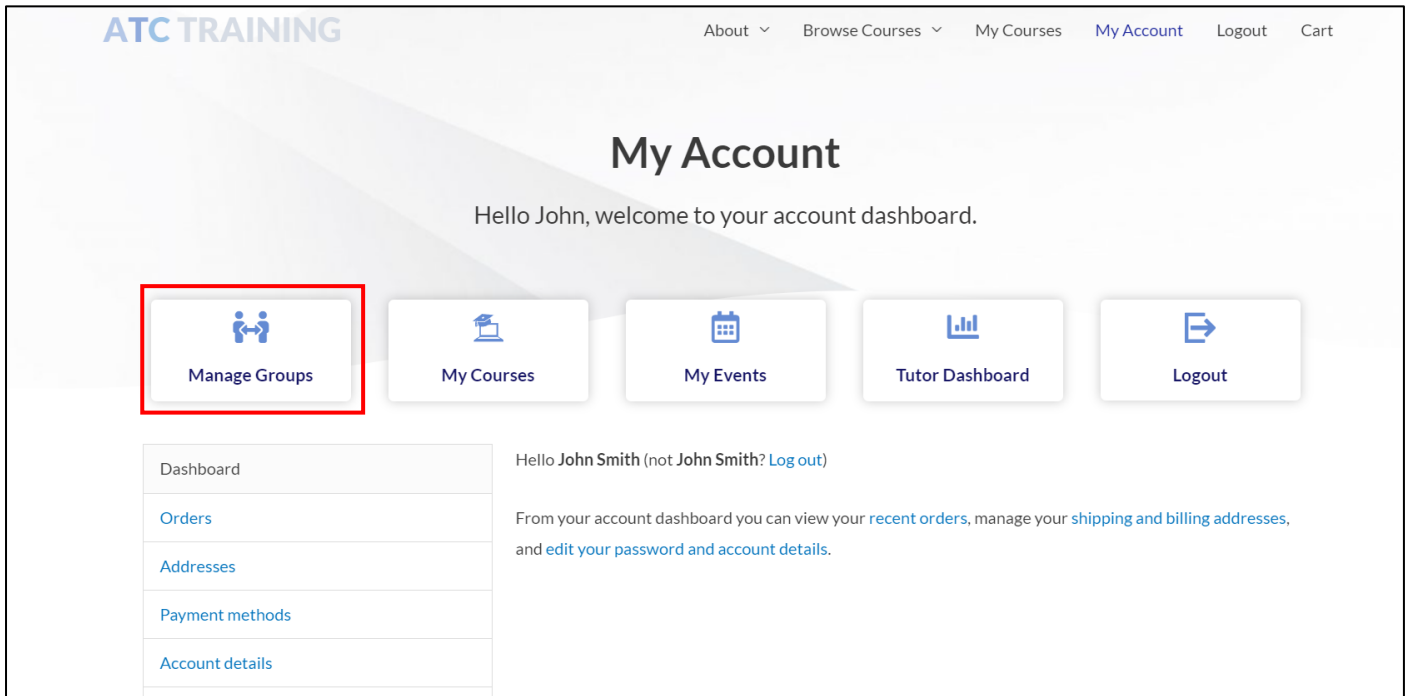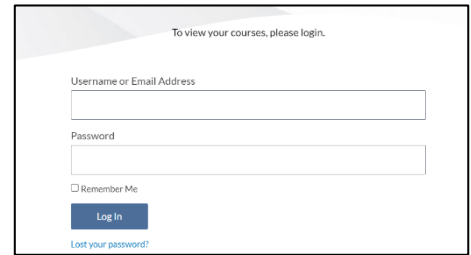
Course/Group Management View

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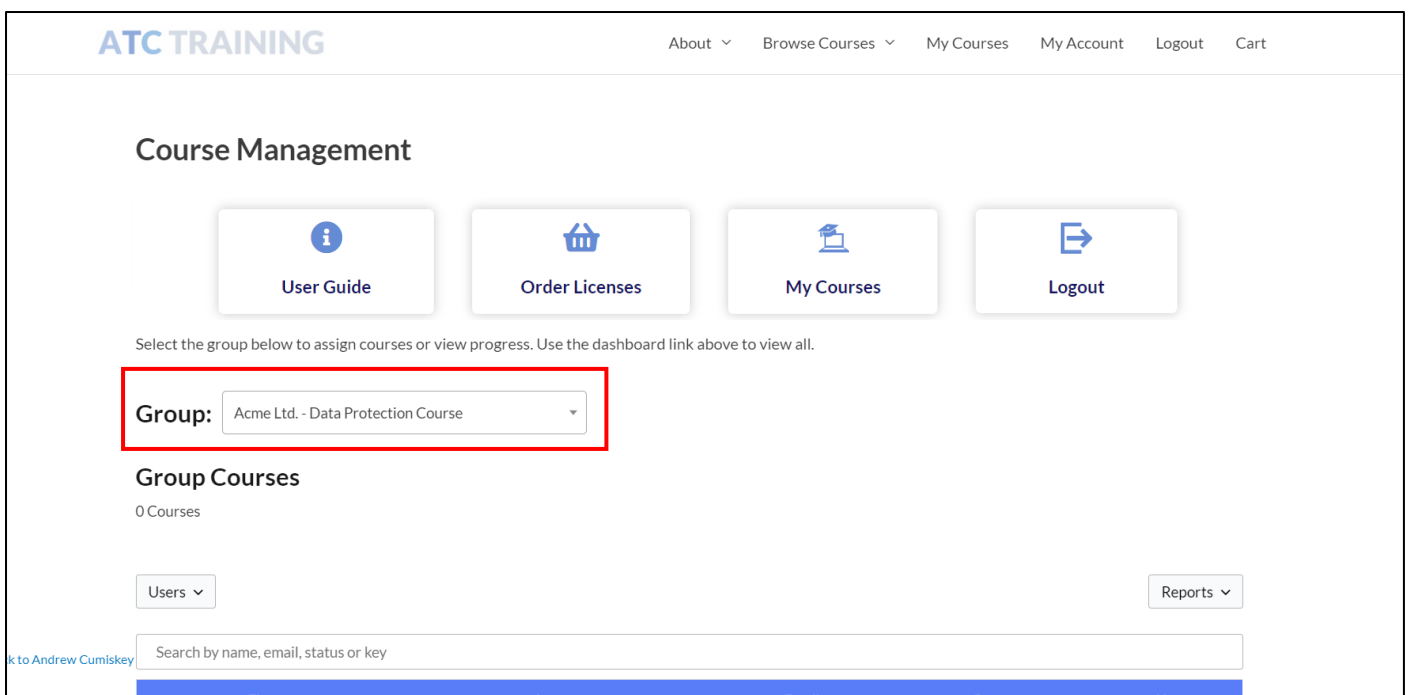
You can see the number of licenses available. If you have available licenses, you can add a new user. We recommend adding a new user one at a time using the 'Add one' button shown below.

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 and we can upload in bulk.

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

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