Client Portal

Overview

Lighten your staff workload by enabling your corporate clients to register their personnel into company specific, private enrollment classes. Client administrators can create person records with minimal effort and enroll attendees into class with one click. Clients can see past and upcoming sessions, view or print rosters and attendee lists, and keep track of employee progress.

Getting Started

You should contact your representative to provide you with a username and password for use on the site.

Utilizing the Client Portal

Upon login, you will be presented with a list of your upcoming private sessions. Click on the private session to view the full details. Below the private session details is a list of your employees who are currently set to attend. Use the drop-down list of employees to register additional current employees as attending or click the Add New Employee link to add a new employee to your roster.

When finished, click Home to view additional private sessions or Logout to finish.