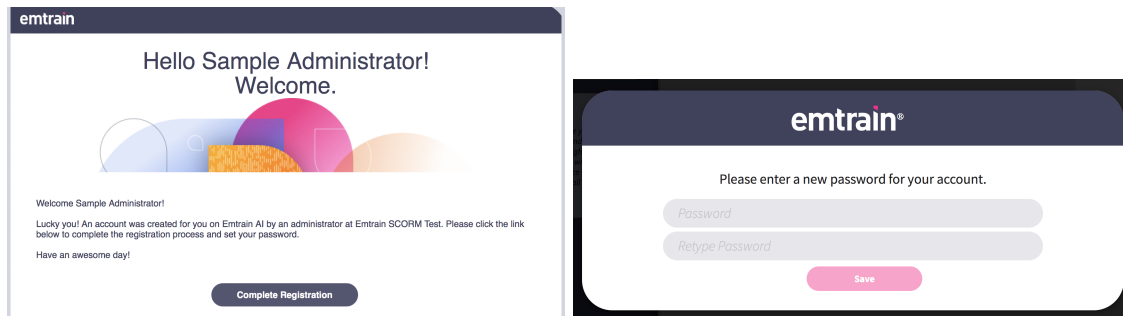


## Activating Your Emtrain Admin Account

1. [Activate your account via the Welcome Email](#)
  2. [Activate your account via your company's login URL](#)
  3. [Navigate between Manage Tools & Learning Environment](#)
  4. [Add additional Admins](#) (Adding New Admins or Upgrading Existing Users)
- 

### 1. Via the Welcome Email:

- A) Once your account is created in Emtrain, you will receive an **Account Set Up** email from no-reply@emtrain.com. Click the **Complete Registration** button to proceed to the Password Set-Up Screen.



- B) Add the desired password in both the **Password** and **Retype Password** fields. Click **Save**.

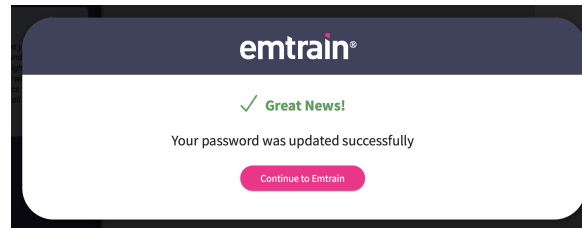
Please enter a new password for your account.

.....

.....

Save

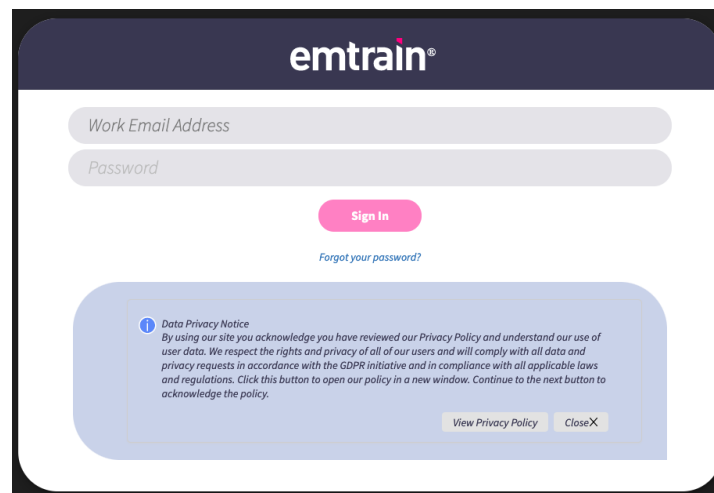
- C) Once your password has been configured, you'll see a confirmation screen. Click **Continue to Emtrain** to be redirected to the Log-In Screen. Log-in with the Username/ Password.



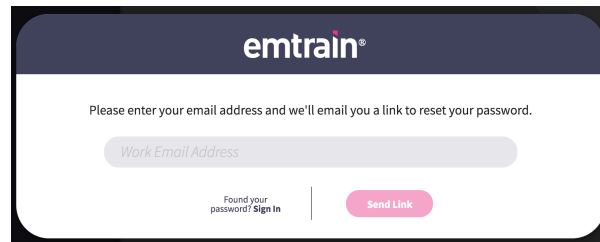
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## 2. Via your company's login URL:

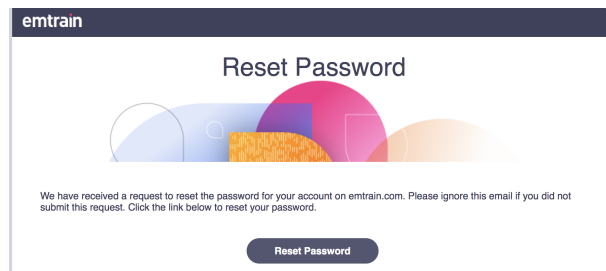
- A) If you forgot your password or cannot find the Welcome Email, you can navigate directly to your Account URL: <https://subdomain.ai.emtrain.com> and click **Forgot Your Password?**



2. Enter your email address, then click the **Send Link** button to send a Password Reset Request email, which will come from no-reply@emtrain.com.

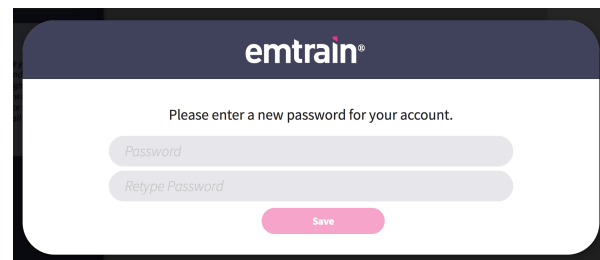


The screenshot shows the emtrain password reset request form. At the top, the emtrain logo is displayed. Below the logo, the text reads: "Please enter your email address and we'll email you a link to reset your password." There is a text input field labeled "Work Email Address". Below the input field, there is a link that says "Found your password? Sign In" and a pink button labeled "Send Link".

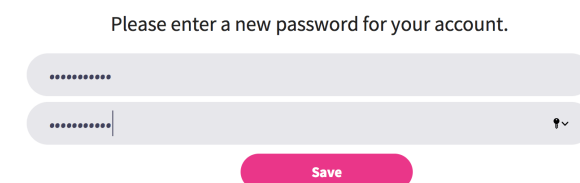


The screenshot shows the emtrain password reset email. At the top, the emtrain logo is displayed. Below the logo, the text reads: "Reset Password". There is a decorative graphic with overlapping circles in blue, orange, pink, and yellow. Below the graphic, the text reads: "We have received a request to reset the password for your account on emtrain.com. Please ignore this email if you did not submit this request. Click the link below to reset your password." There is a dark blue button labeled "Reset Password".

3. Click the **Reset Password** button which will re-direct to the Password Set-up screen. Add the desired password in both the **Password** and **Retype Password** fields. Then click **Save**.

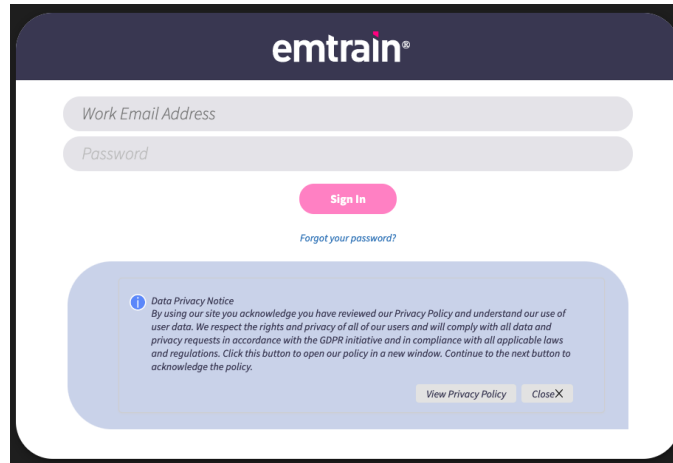
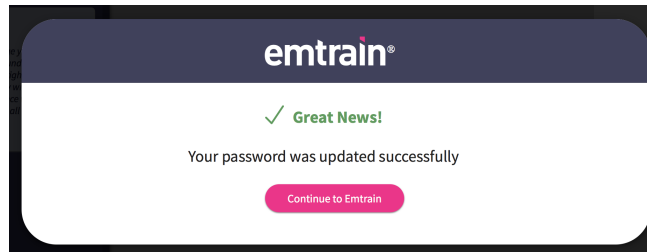


The screenshot shows the emtrain password setup form. At the top, the emtrain logo is displayed. Below the logo, the text reads: "Please enter a new password for your account." There are two text input fields: "Password" and "Retype Password". Below the input fields, there is a pink button labeled "Save".



The screenshot shows the emtrain password setup form with masked input. The text reads: "Please enter a new password for your account." There are two text input fields, both containing masked characters (dots). The second field has a small downward arrow icon on the right side. Below the input fields, there is a pink button labeled "Save".

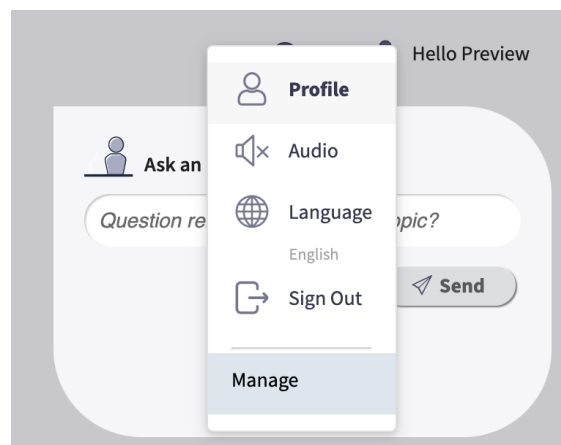
4. Once your password has been configured, you will land on a confirmation screen. Click the **Continue to Emtrain** button to be redirected to the Log-In Screen. Then, log in by entering the Username and Password.



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### 3. Navigating between Manage Tools & the Learning Environment

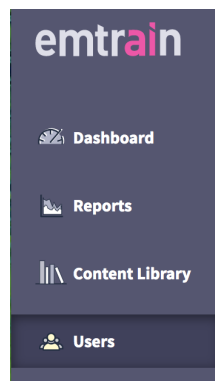
- A) When you first log into the system you might be in the **Learning Environment**. To access the **Manage Tools**, navigate to the profile icon on the top right side of the window, and select **Manage** from the dropdown. To switch back to the **Learning Environment**, click **Learner** from the same dropdown.



- B) Navigate back to the Learning Environment by selecting Learner from the User Menu on the right hand side of the Manage menu.
- 

#### 4. Add Additional Admins

- A) You can add other Account Admins by navigating to Users in the Manage Tools.



- B) Click the Add User button to navigate to a blank User Profile screen. At minimum, complete the following profile fields:
- User Role = Account Admin
  - First Name must indicate a Users' First Name. This field will be used for Email Notifications and in the Learner Portal.
  - Last Name must indicate a Users' Last Name. This field will be used for Email Notifications.
  - Email must be loaded with a user's unique email address. This cannot be used for any other profile on our system.

#### Users

Total licenses: 200  
Active users: 34

[+ Add User](#) [↑ Import Roster](#)



### Add User

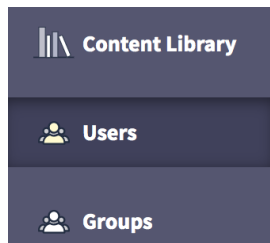
<b>User Role:</b>	User ▾
<b>First Name:</b>	<i>Enter first name</i>
<b>Last Name:</b>	<i>Enter last name</i>
<b>Email:</b>	<i>Enter email address</i>
<b>Language:</b>	▾
<b>Title:</b>	<i>Enter title</i>
<b>Role:</b>	<i>Enter role</i>
<b>City:</b>	<i>Enter city</i>
<b>Location:</b>	<i>Enter location</i>
<b>Description:</b>	<i>Enter description</i>
<b>Supervisor:</b>	▾
<b>Date of Hire:</b>	Date
<b>Employee ID:</b>	<i>Enter employee id</i>
<b>Exempt:</b>	▾
<b>Manager Email:</b>	<i>Enter manager email address</i>
<b>On Leave:</b>	▾

C) Click Save to add the new Admin. This will send the Welcome email to the recently added Admin and they can follow the instructions above to configure their password.

## Manually Update Existing Users to Account Administrators

If you have an existing User that you'd like to update to an Account Admin, you must manually update the User Role. Then, give them instructions to activate their account directly through your company's login URL.

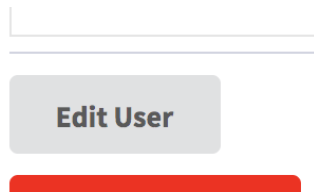
A) Navigate to the Users Table from Manage Tools. Locate a User you wish to update to Admin and click the View link for their record. This will open the individual profile.



First Name	Last Name	Email	Admin	Status	View
Daniel					
Daniel	Frepap	dfrepap@abccompany.com	User	invited	<a href="#">View</a>



B) Scroll down to locate additional buttons and click the Edit User button.



C) At this point, fields on the Profile record may be edited. Update the User Role from User to Account Admin. Then click Save to finalize the settings.

Edit User

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**User Role:** User ▼

**First Name:** User

**Last Name:** Account Admin

**On Leave:** No ▼

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**Save** **Cancel**