



CREATING AND MANAGING STUDENTS QUICK REFERENCE GUIDE

BY SECURITY TRAINING CENTER®

Contents

LOGGING IN	2
HOME SCREEN	2
ACCESSING MANAGEMENT TOOLS	3
CREATING STUDENT ACCOUNTS	5
REMOVING STAFF FROM THE CORPORATE ACCOUNT	7
ASSIGNING TRAINING	7

Please see “EZLCMS Manager Role v5.pdf” for additional technical information regarding the management role and functions such as Reporting.

This quick reference guide provides the steps necessary to create and manage student accounts using the Corporate Management Portal in the Security Training Center® learning management system (LMS).

A tutorial video can also be found online:

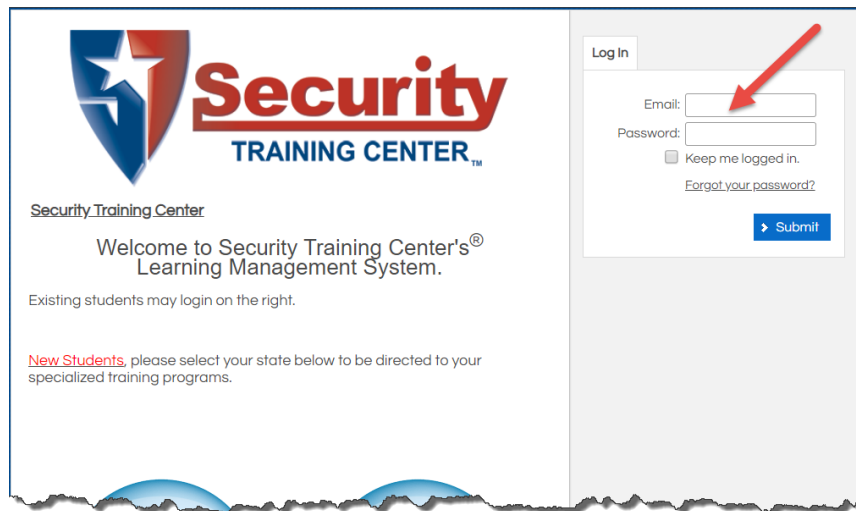
<https://www.stconlineguardcard.com/faq/corp-faq.shtml>

NOTE: All student accounts must be created using the Management Tools. Accounts created directly by the student will not be associated with the business account and therefore not viewable or manageable by the company training administrator.

Logging In

Managers log in using the same interface as students. Use the management credentials provided.

Login URL: <https://www.stclms.com>



Home Screen

The manager is presented with the Home Screen after successfully logging in.

This page displays the student's course statuses, the Welcome Message, a Calendar of upcoming activities and the Navigation Bar. The Navigation Bar allows students to navigate to the My Training, Transcript, Catalog, Resources, Profile and Help pages specific to them.

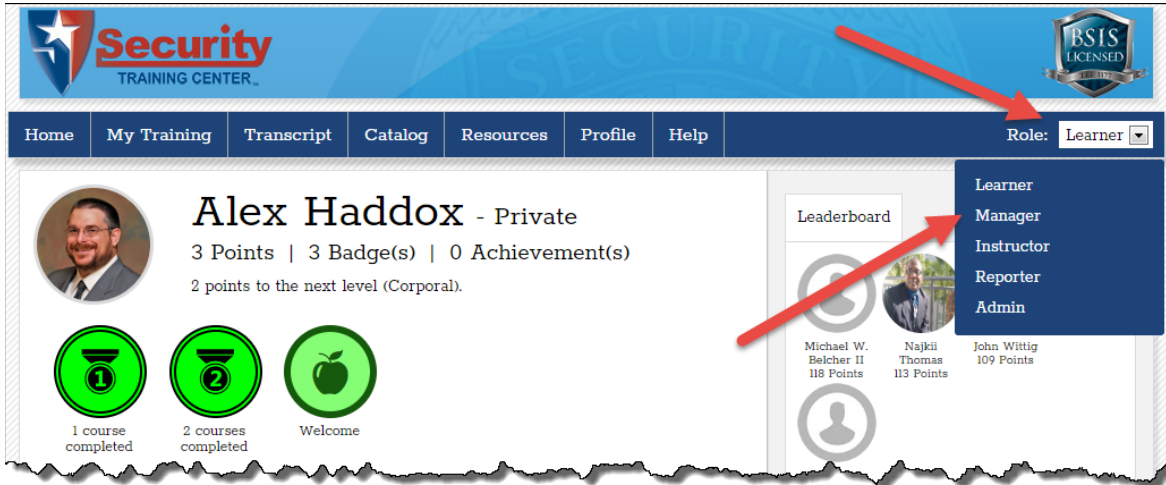
The screenshot shows the learner interface for Alex Haddock. At the top is a navigation bar with links: Home, My Training, Transcript, Catalog, Resources, Profile, Help, and a Role dropdown set to 'Learner'. The main content area includes a user profile for Alex Haddock (Private) with 3 points and 3 badges. Below the profile are three achievement icons: '1 course completed', '2 courses completed', and 'Welcome'. To the right is a 'Leaderboard' showing other users and their points. Below the profile is a 'Status' section with a pie chart showing 'Completed' (green) and 'Enrolled' (blue) status. At the bottom right is a 'Calendar' for May 2020. A red box labeled 'Navigation Bar' points to the top menu. Another red box labeled 'Current Status' points to the pie chart. A third red box labeled 'Calendar' points to the calendar widget.

Accessing Management Tools

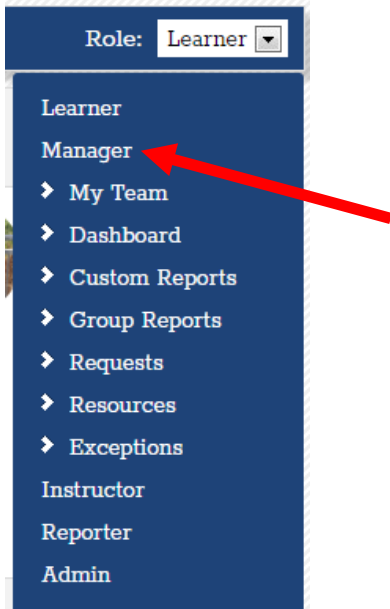
When first logging in, the user is presented the Learner interface. To access the management tools, the user must switch to a Management Role.

To Switch Roles:

1. From the Role drop-down list box, select Manager.



2. Click the Manager option.
The sub-menus appear.













3. Select My Team.
The user is Management Tools load.

My Team | Dashboard | Custom Reports | Group Reports | Requests | Resources | Exceptions | Role: Manager

My Team Below is the list of groups that you manage, and the users in those groups.

TEST GROUP

Show 25 entries Search:

	Last Name	First Name	Email				
	account	test	test@account.com				
	Test	Joe	12354@2124.com				

Creating Student Accounts

To create a student account:

1. Click the “Add User To This Group” button.

The Add/Edit User screen appears.



2. Complete the form as appropriate.

User Details

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email / Username:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Secondary Email:	<input type="text"/>
Picture (optional):	<input type="button" value="Choose File"/> No file chosen <small>Recommended 100px x 100px</small>
*Middle Name:	<input type="text"/>
Employer:	<input type="text"/>
*Home Address 1:	<input type="text"/>
Home Address 2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Zip Code:	<input type="text"/>
*Phone:	<input type="text"/>
*Date of Birth (MM/DD/YYYY):	<input type="text"/>
Social Security Num:	<input type="text"/>
Guard Card Number:	<input type="text"/>
*Gender:	<input type="text"/>
Send Welcome Email?	<input checked="" type="checkbox"/>

Documents

Name	File Name
No Documents	
Add a Document	

NOTE: Information on this screen is used to create the certificate of completion and pre-fill the guard card application. The address should be the home address of the student, not the business address.

Special Considerations:

Email: The email address is used as a unique student identifier. It is the login ID and the address where all forms and certificates are mailed.

Guard Company: This is your company name.

Password: Create a unique temporary password for the student to use (do not use the same password). Strongly encourage students to change their password when they first login.

3. Click the Submit button.
The student account is created.

Removing Staff from the Corporate Account






Security Training Center® must maintain all training records for at least two (2) years. Therefore, student accounts cannot be “deleted.” Rather, student accounts must be moved from the corporate account to the general program.

A Security Training Center® LMS Administrator must make the change. Please contact us to request the move.

Assigning Training

To assign student training:











1. Click the “Enrollments” button on the student row.

	Last Name	First Name	Email				
	account	test	test@account.com				



The Enrolling in Class Session displays.

Enrolling User: test account

	2015, Arizona Unarmed Refresher Course for Security Guards (CEU)		Enroll
	8-hour Arizona Unarmed Security Guard Skills Training Course (Initial)		Enrolled
	Arizona Defensive Spray Skills Training Course		Enroll
	Customer Relations		Enroll
	Management Tools		Enroll

[Finish](#)

Search

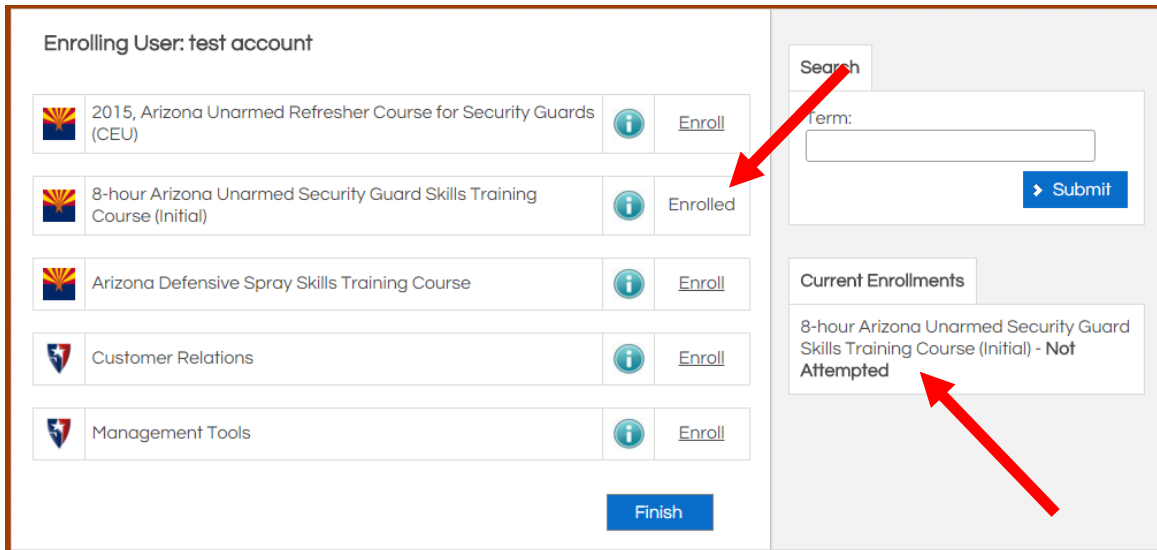
Term:

[Submit](#)











Current Enrollments

8-hour Arizona Unarmed Security Guard Skills Training Course (Initial) - **Not Attempted**

2. Click the Enroll link to the right of the course you wish to enroll the student in. The student enrollments update.



Enrolling User: test account

	2015, Arizona Unarmed Refresher Course for Security Guards (CEU)		Enroll
	8-hour Arizona Unarmed Security Guard Skills Training Course (Initial)		Enrolled
	Arizona Defensive Spray Skills Training Course		Enroll
	Customer Relations		Enroll
	Management Tools		Enroll

[Finish](#)

Search

Term:

[Submit](#)

Current Enrollments

8-hour Arizona Unarmed Security Guard Skills Training Course (Initial) - **Not Attempted**

3. Click the Finish button.