



Learning is Liberated!!

Training Place

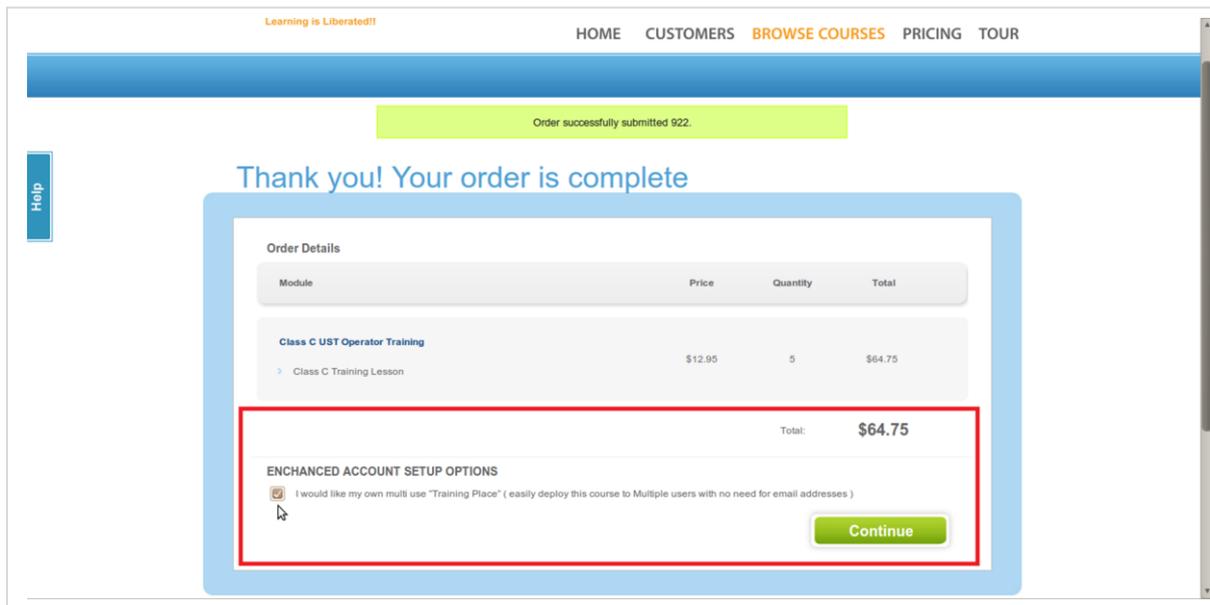
The Coggno Training Place enables you to purchase and distribute training to your employees without the need for them to use email addresses or create individual accounts.

For a video walkthrough, please click the 2 images below.

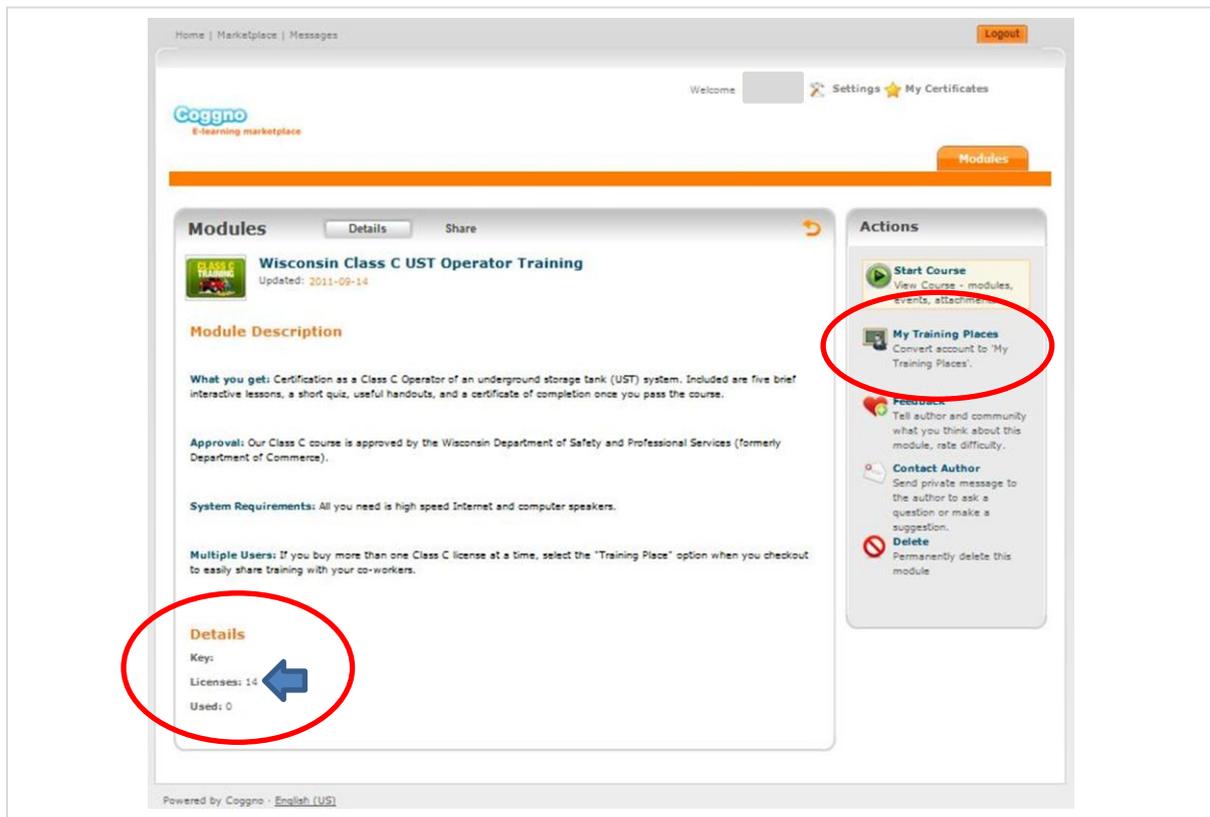


Enabling Training Place

For new users, enable the Training Place by checking the Enhanced Setup Options during check-out process.

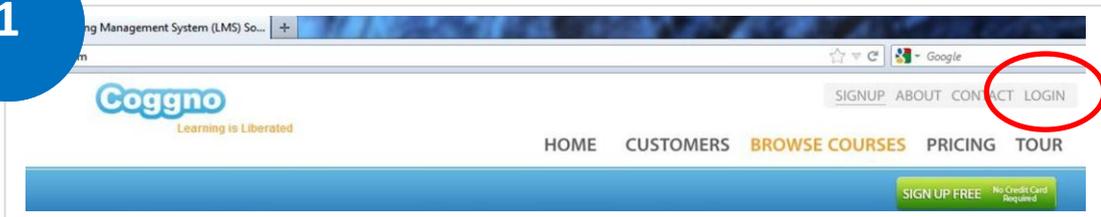


For existing users who bought 2 or more licenses, you can convert your account to Training Place by clicking the My Training Places (click the course link from Modules page)



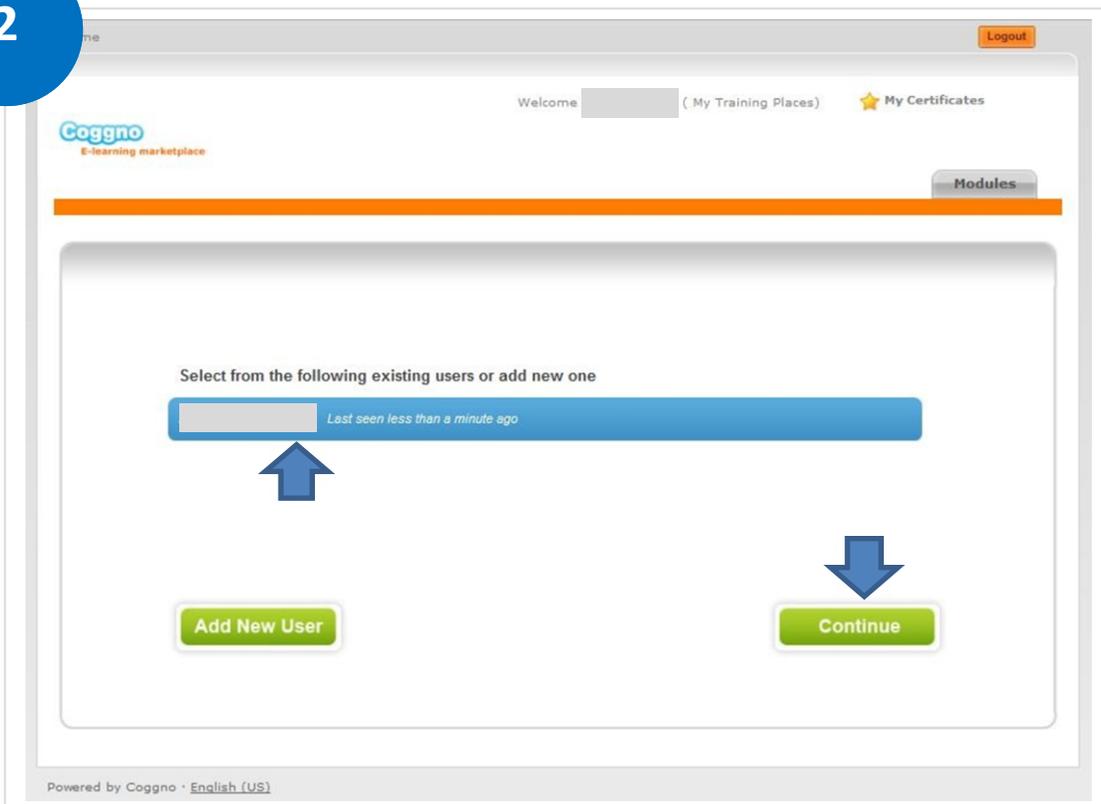
Training Place Manual

1



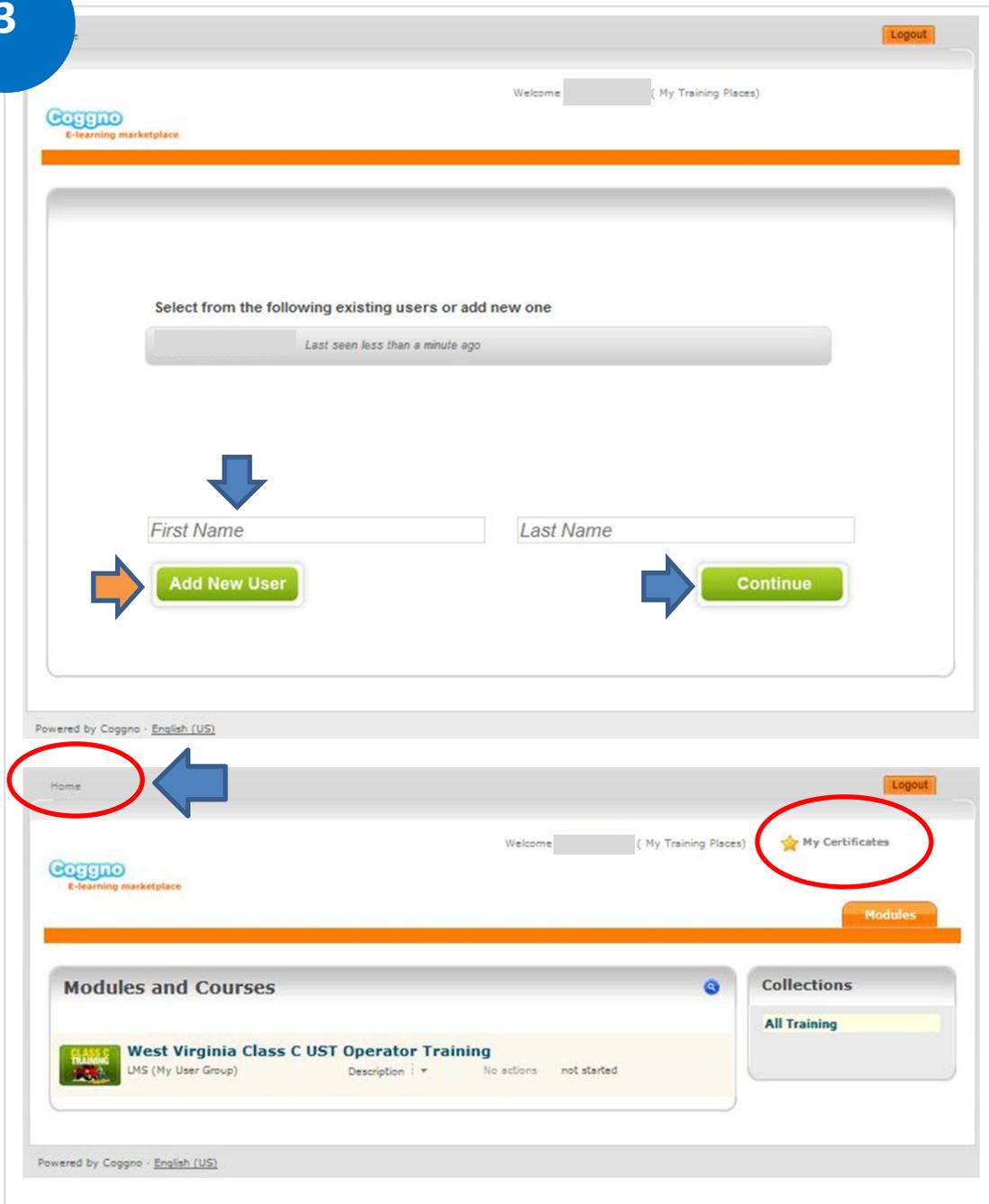
1. Log-in to your account. (at coggno.com, click **Login** found at top right)
 - a. Use the Username and Password when you created the account
2. **Your Users follow same process, logging in using your username and password.**
User finds his/her name, click on it, and it will bring him/her to the page where he/she can access the course.

2



3. Click on your name, the box will turn blue. Click Continue. It will bring you to your admin account where you can see the Modules, Licenses, and Locations tab.

3

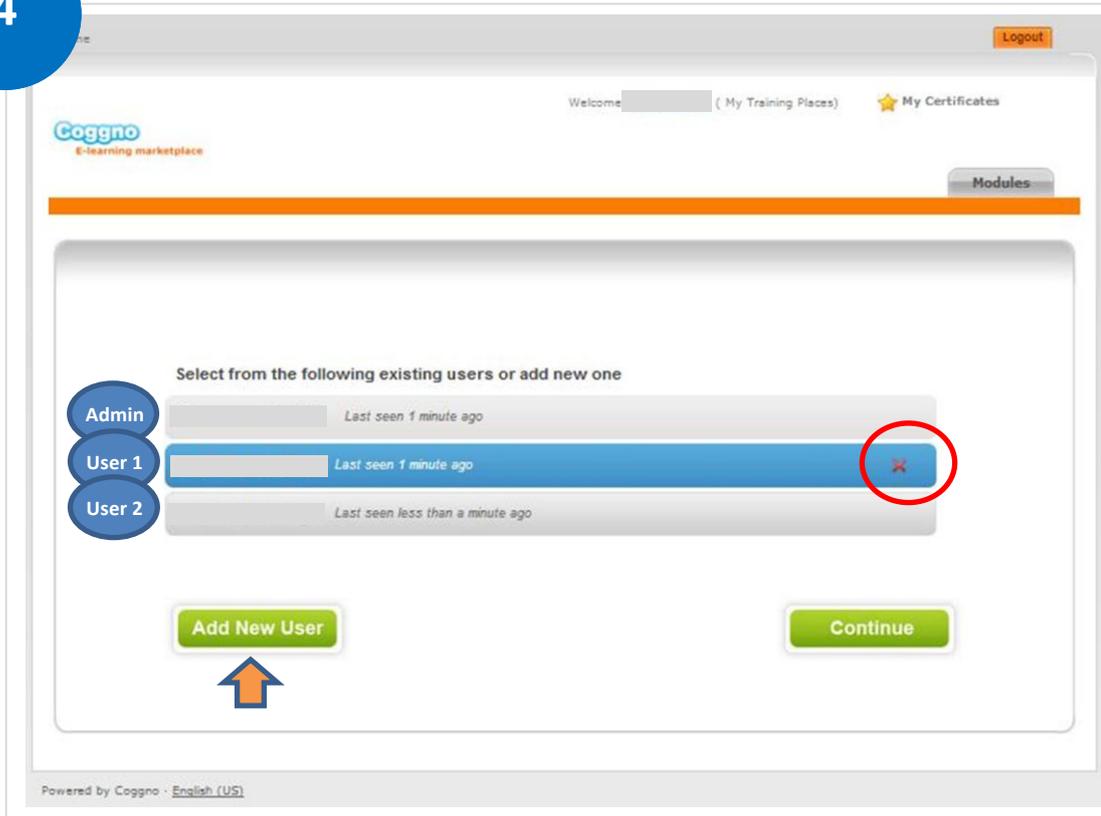


1. Add users by clicking Add New User button, click Continue
2. User will be taken to their account, where they can access the course
3. Click Home to bring you back to the main page where you can add more users

CERTIFICATES

1. Download a pdf copy of the Certificates under My Certificates (each of your users will have a My Certificate link inside their respective accounts).

4



1. Add users by clicking Add New User button, click Continue
2. Add as many users as you need, depending on the number of licenses allocated to your Training Place.
3. To delete a user, simply click the **red X**
4. **User follows same process, logging in using your username and password.** User finds his/her name, click on it, and it will bring him/her to the page where he/she can access the course.

Administrative Feature : Purchase more licenses

Home | Marketplace Logout

Welcome [User] (My Training Places) Settings My Certificates
Share your thoughts, ideas... (click)

Coggnno
E-learning marketplace

Modules Licenses Locations

Modules and Courses

| | | | |
|--|------------------------------------|---------------|------------|
| | Oregon Class C UST Training | Description ↓ | No actions |
|--|------------------------------------|---------------|------------|

Collections

All Training

* Drag module to form collections [\(help\)](#)

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Home | Marketplace Logout

Welcome [User] (My Training Places) Settings My Certificates
Share your thoughts, ideas... (click)

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Modules Licenses Locations

Modules

Oregon Class C UST Training
Updated: 2011-09-13

Module Description

What you get: Certification as a Class C Operator of an underground storage tank (UST) system. Included are five brief interactive lessons, a short quiz, useful handouts, and a certificate of completion once you pass the course.

Approval: Our Class C course is approved by the Oregon Department of Environmental Quality.

System Requirements: All you need is high speed Internet and computer speakers.

Multiple Users: If you buy more than one Class C license at a time, select the "Training Place" option when you checkout to easily share training with your co-workers.

Actions

- Start Course**
View Course - modules, sweet, handouts
- Buy More Licenses**
Buy more licenses for your Training Places
- Delete**
Permanently delete this module

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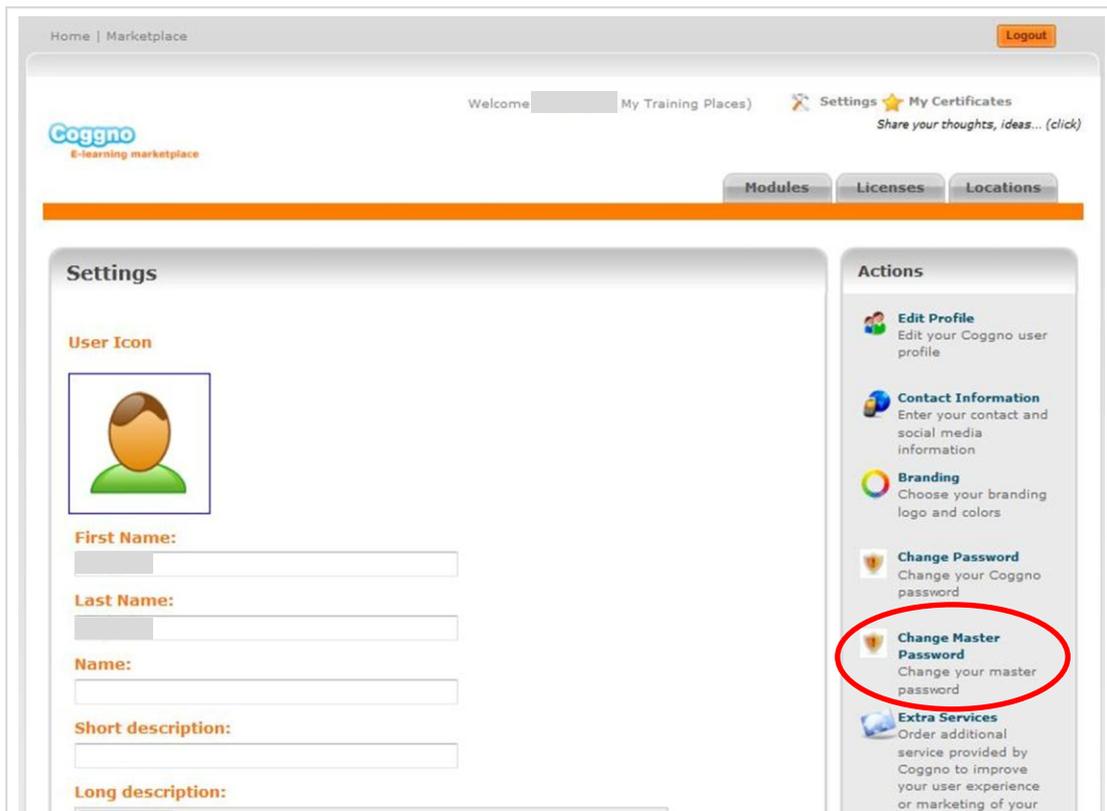
Buy More Licenses

- To add more license, click the course link
- Click Buy More Licenses
- In the shopping cart, enter the # of licenses you need, click Check Out

Logged in as **MY COGNGNO** LOGOUT

- Click My Coggnno (top page) to go back to your account

Administrative Feature : Admin Password



The screenshot shows the Coggnio user settings page. The 'Actions' sidebar on the right contains several options: 'Edit Profile', 'Contact Information', 'Branding', 'Change Password', 'Change Master Password', and 'Extra Services'. The 'Change Master Password' option is circled in red. Below the settings page is a screenshot of the 'Enter admin password' dialog box, which features a blue arrow pointing to the password input field, a green 'Continue' button, and a 'Cancel' link.

Admin Password

Change Master Password link will add security to your admin account by prompting a password when users click on admin's name.