

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.

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## **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)

E-learning masketplace	Modules
Modules Details Share	Actions
Wisconsin Class C UST Operator Training	View Course - modules, events, stitschmern
Module Description	Convert account to 'My Training Places
What you get: Certification as a Class C Operator of an underground storage tank (UST) system. In interactive lessons, a short quiz, useful handouts, and a certificate of completion once you pass the c	voluded are five brief ourse. Pecurack Tell author and community
Approval: Our Class C course is approved by the Wisconsin Department of Safety and Professional S Department of Commerce).	ervices (formerly what you think about this module, rate difficulty.
System Requirements: All you need is high speed Internet and computer speakers.	the author to ask a question or make a suggestion.
Multiple Users: If you buy more than one Class C license at a time, select the "Training Place" opti to easily share training with your co-workers.	on when you checkout Permanently delete this module
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# **Training Place Manual**



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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.

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- 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).

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- 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. <u>User follows same process, logging in using your username and password</u>. 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

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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.   Hultiple 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.   Powered by Coggno - Enalish (UE)   Buy More Licenses   6. Click Buy More Licenses   6. In the shopping cart, enter the # of licenses you need, click Check Out   Logged in as   MYCOGGNO LOGOUT   0. Click My Coggno (top page) to go back to your account	are five brief interactive lessons, a short quiz, useful handouts, and a certificate of completion once you pass the course.
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### **Administrative Feature : Admin Password**

#### Admin Password

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