

Quick Guide – Contractor Admin

Retrieve Password for ProCertX:

Navigate your web browser to app.procerty.com

1. Type your email address into the username
2. Click the forgot password button
3. An email will be sent to you with a link to where your password can be reset. (Check your junk mail!)



User ID
lindsey@ndsc.org

Password
.....

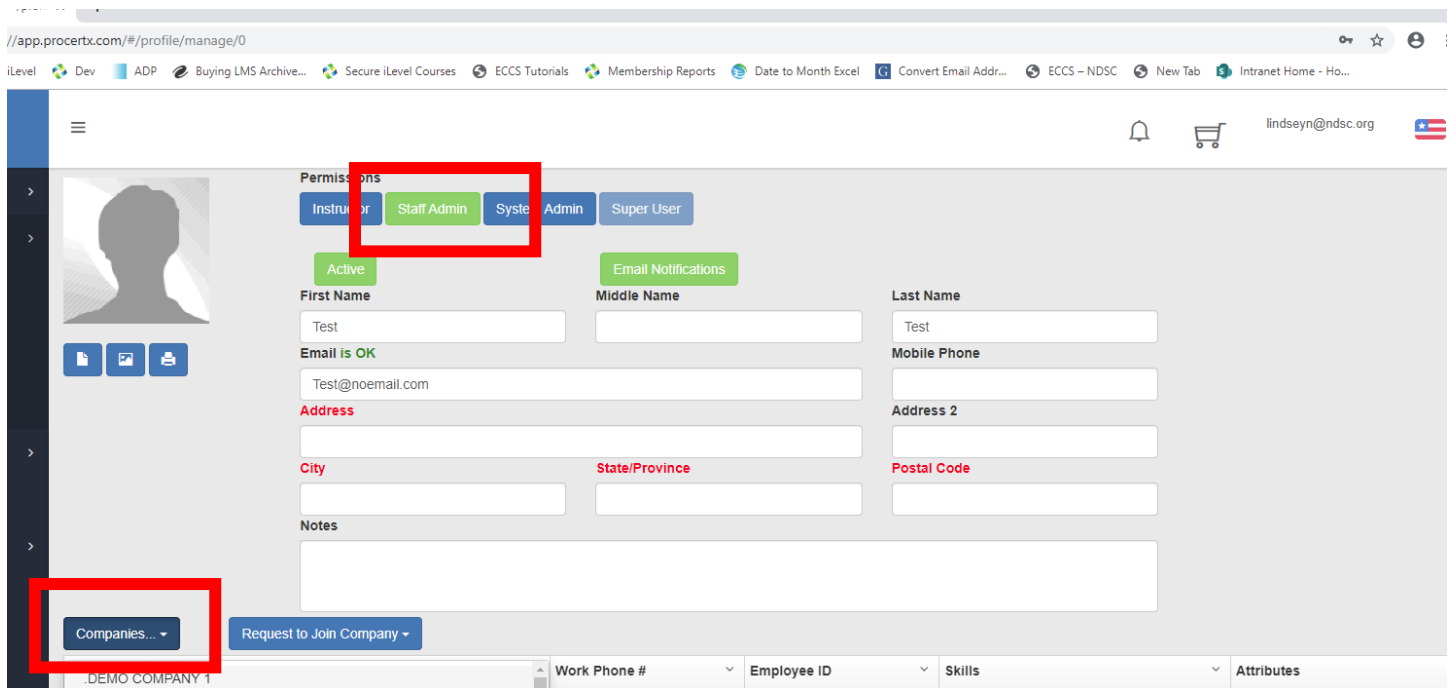
Log In

Forgot Password

ProCertX Copyright 2019

Create another Staff Admin User (each company should have a minimum of 2)

1. Login to app.procerty.com
2. Click on Profile, Create New
3. Fill in the information required (red) (Note: state should be two letters no period, ie ND)
4. Click on Staff Admin as the type (will be green if active)
5. Select your Company from the Companies drop down and click save



//app.procerty.com/#/profile/manage/0

Level Dev ADP Buying LMS Archive... Secure iLevel Courses ECCS Tutorials Membership Reports Date to Month Excel Convert Email Addr... ECCS - NDSC New Tab Intranet Home - Ho...

lindsey@ndsc.org

Permissions
Instructor Staff Admin System Admin Super User

Active Email Notifications

First Name Middle Name Last Name
Test

Email is OK
Test@noemail.com

Address
City State/Province Postal Code

Notes

Companies... Request to Join Company

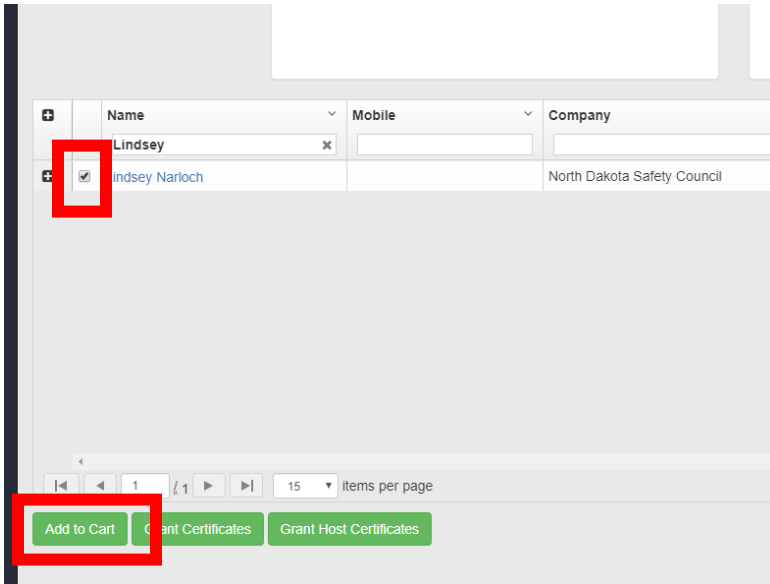
DEMO COMPANY 1 Work Phone # Employee ID Skills Attributes

Create a Student

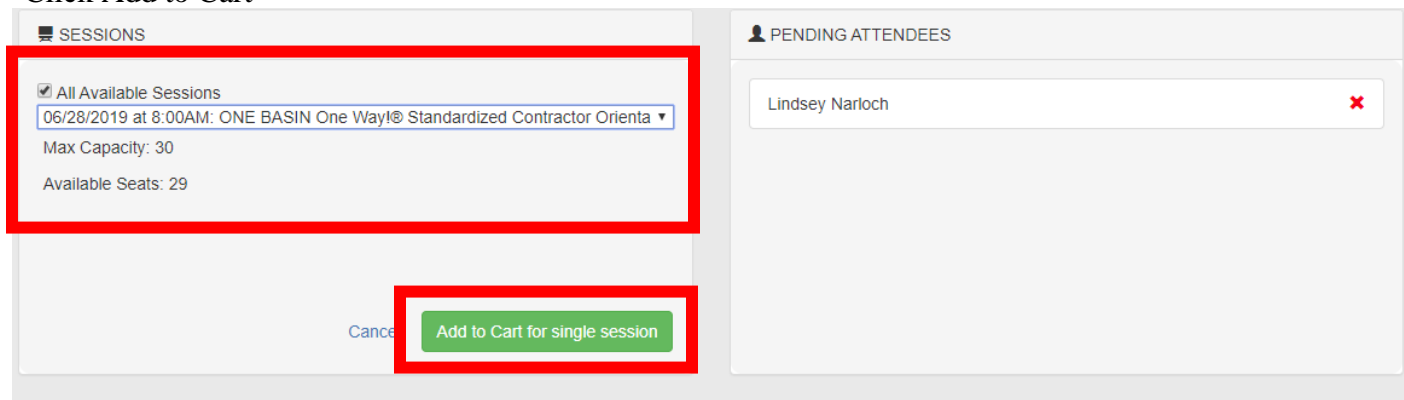
1. Click on Profile, Create New
2. Fill in the information required (red)
3. Select your Company from the Companies drop down and click save (No permissions needed for students)

Enroll a Student

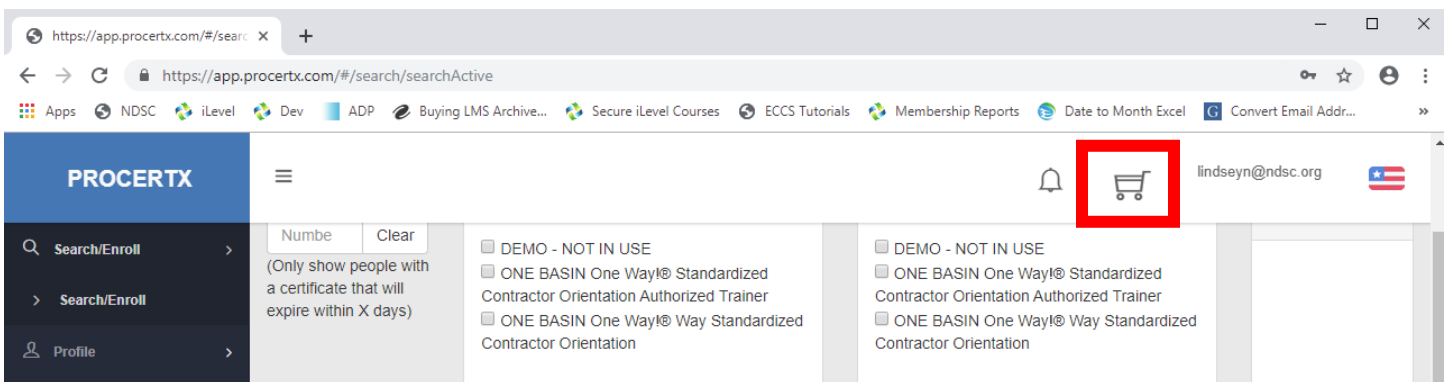
1. Click on Search/Enroll, then Search/Enroll
2. Check the box next to the students you wish to enroll
3. Click Add to Cart



4. Click the drop down of session to choose the location and time of the orientation you want the students to attend
5. Click Add to Cart



6. Click on the Cart icon to Check out



7. Click Check Out North Dakota Safety Council. Enter your payment information. Click Check Out. A confirmation email will be sent to the person registering the student as well as the student.

For a full user guide to ProCertX, login to ProCertX and click on the Help button on the left-hand side.