Praesidium Academy Account Information

To Access Your Account:

- 1. Check your email for an invitation from Praesidium Academy (sent from: donotreply@praesidiuminc.com).
- 2. Click the link in the email to begin creating your account
- 3. Fill in the required information (including your desired password).
- 4. Click Accept Invite.
- 5. You will be redirected to the login screen please log in with your email address and the password that you just created.

You will be logged into your Administrative Dashboard.

Administering Praesidium Academy:

Your account has been set up with administrator access to Praesidium Academy, giving you the ability to add user accounts and oversee training compliance across your organization. To access the administrative module, click the **Return to Management** button at the top of your learner dashboard.

As part of your Administrator dashboard, you have access to the Academy Advanced Admin portal. The portal contains training videos and documents to help you familiarize yourself with administrative functions:

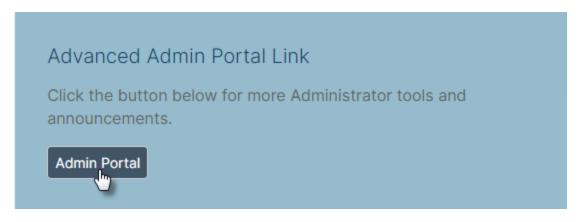
Administrator Dashboard Navigation

User Management

Reporting

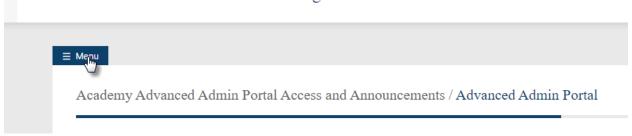
and more!

To access the Administrative training content, click on the Admin Portal button on your Administrator Dashboard.

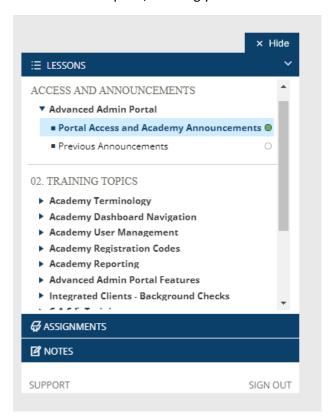


On the next screen, click the blue Menu button in the upper-left.

Advanced Admin Portal: Access & Training Guides



The menu will expand, allowing you to select different training topics to review.



Below are a few tutorial videos to get you started!

Academy Admin Dashboard Navigation https://vimeo.com/559023753/f7a090cc77

Academy Terminology https://vimeo.com/559024012/3cd045fae8

Academy User Management https://vimeo.com/559024153/a2644dd1a1

Academy - Learner Dashboard Navigation https://vimeo.com/559023346/b8c2bf1735

To Access Training (Your Learner Dashboard)

1. Click **Switch to Learner** at the bottom left of your screen.

Note: The first time that you visit your Learner Dashboard, you will need to answer the Registration Questions about your organization, status, and role.

For additional assistance, you and your learners also have a Support FAQ page accessible from the learner dashboard. When logged into the learner dashboard, click the dropdown arrow on the upper-right of the page next to your name and initials and then click Support.

We look forward to the opportunity to partner with your amazing organization as you continue on your journey to ensuring that you have a safe environment for all those who are in your care!