

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.

Advanced Admin Portal Link

Click the button below for more Administrator tools and announcements.

Admin Portal

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

Advanced Admin Portal: Access & Training Guides

Menu

Academy Advanced Admin Portal Access and Announcements / Advanced Admin Portal

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

The screenshot shows a sidebar menu on the left side of a web application. At the top of the sidebar is a 'Menu' button with a hamburger icon. Below it, the menu is expanded, showing a list of items. The first section is 'LESSONS', which is further divided into 'ACCESS AND ANNOUNCEMENTS' and '02. TRAINING TOPICS'. Under 'ACCESS AND ANNOUNCEMENTS', there are three items: 'Advanced Admin Portal' (expanded), 'Portal Access and Academy Announcements' (selected with a green dot), and 'Previous Announcements' (with a radio button). Under '02. TRAINING TOPICS', there are seven items: 'Academy Terminology', 'Academy Dashboard Navigation', 'Academy User Management', 'Academy Registration Codes', 'Academy Reporting', 'Advanced Admin Portal Features', and 'Integrated Clients - Background Checks'. Below the 'LESSONS' section are two more sections: 'ASSIGNMENTS' and 'NOTES'. At the bottom of the sidebar are two links: 'SUPPORT' and 'SIGN OUT'. A 'Hide' button is located at the top right of the sidebar.

- LESSONS
 - ACCESS AND ANNOUNCEMENTS
 - Advanced Admin Portal
 - Portal Access and Academy Announcements
 - Previous Announcements
 - 02. TRAINING TOPICS
 - Academy Terminology
 - Academy Dashboard Navigation
 - Academy User Management
 - Academy Registration Codes
 - Academy Reporting
 - Advanced Admin Portal Features
 - Integrated Clients - Background Checks
- ASSIGNMENTS
- NOTES
- SUPPORT
- SIGN OUT

Below are a few tutorial videos to get you started!

[Academy Admin Dashboard Navigation](https://vimeo.com/559023753/f7a090cc77) https://vimeo.com/559023753/f7a090cc77

[Academy Terminology](https://vimeo.com/559024012/3cd045fae8) https://vimeo.com/559024012/3cd045fae8

[Academy User Management](https://vimeo.com/559024153/a2644dd1a1) https://vimeo.com/559024153/a2644dd1a1

[Academy - Learner Dashboard Navigation](https://vimeo.com/559023346/b8c2bf1735) 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!