

Retrieve Password for ProCertX:

Navigate your web browser to app.procertx.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
lindseyn@ndsc.org

Password
.....

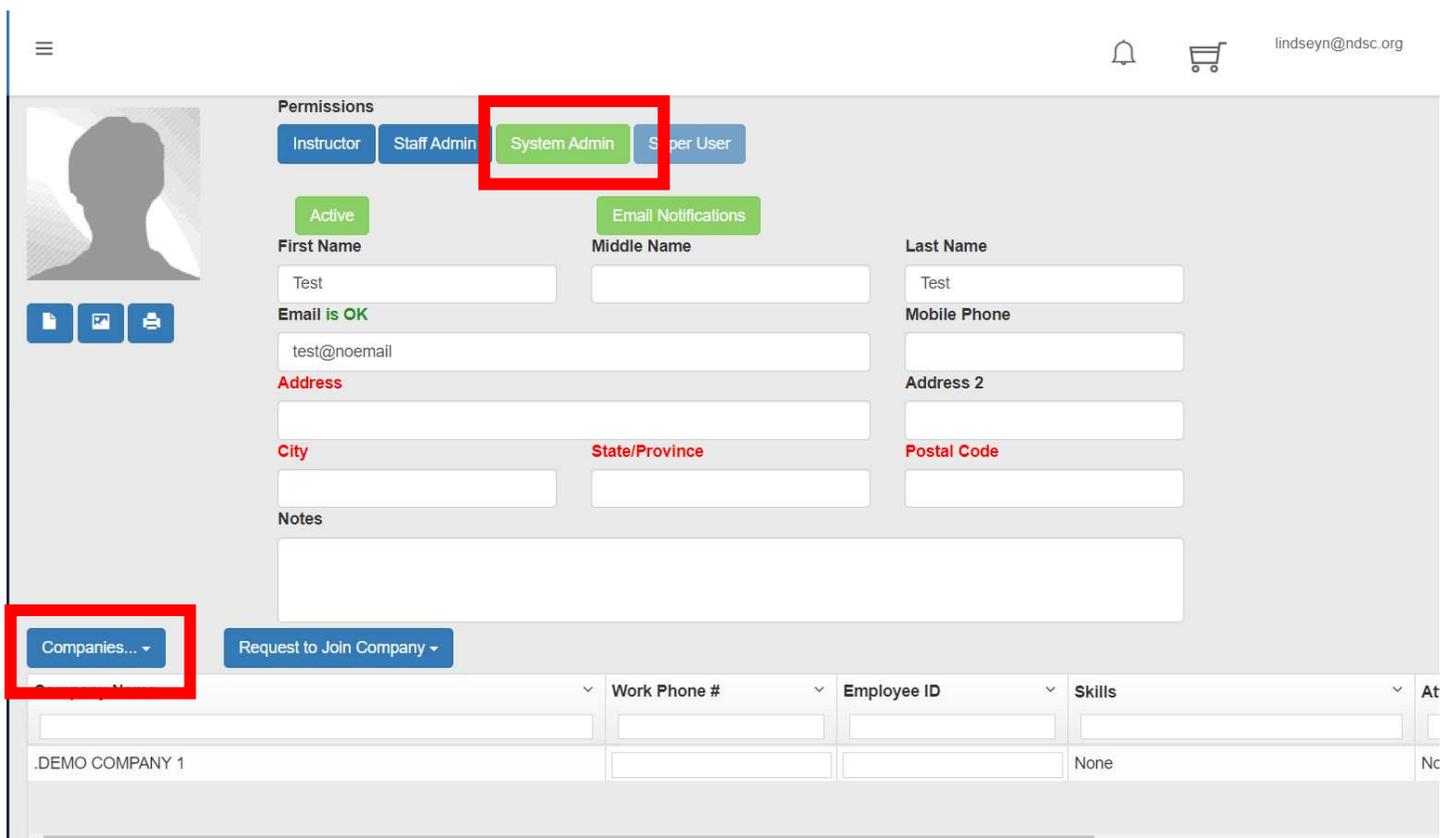
Log In

Forgot Password

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

1. Login to app.procertx.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 System Admin as the type (will be green if active)
5. Select your Company from the Companies drop down and click save



Permissions: Instructor, Staff Admin, System Admin, Super User

Active

Email Notifications

First Name: Test

Middle Name:

Last Name: Test

Email is OK

test@noemail

Address:

City:

State/Province:

Postal Code:

Notes:

Companies... | Request to Join Company

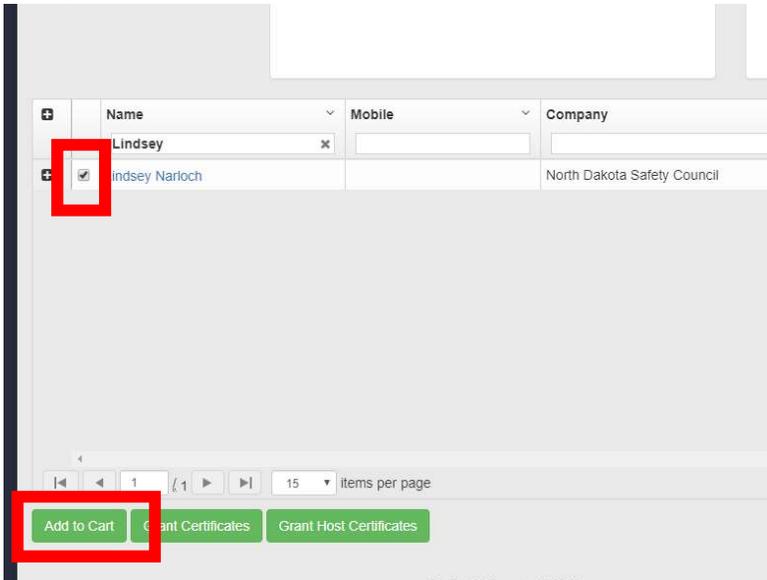
Company Name	Work Phone #	Employee ID	Skills	At
.DEMO COMPANY 1			None	Nc

Create a Student

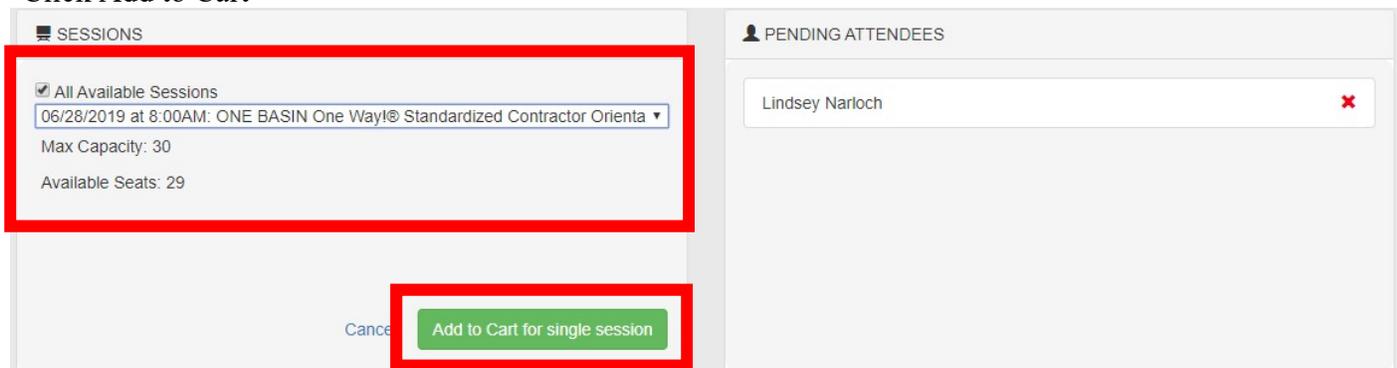
1. Click on Profile, Create New
2. Fill in the information required (red)
3. Select your Company from the Companies drop down and click save (No permissions needed for students)

Enroll a Student (You can pick the session first and then check the students. Either way.)

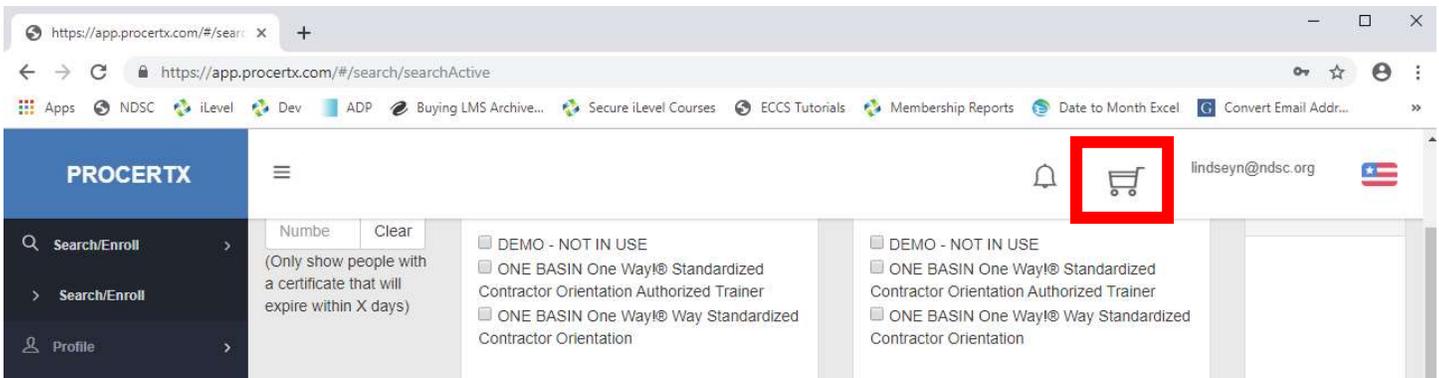
1. Click on Search/Enroll, then Search/Enroll
2. Check the box next to the students you wish to enroll
3. Click Add to Cart



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.