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!)

Jser ID	
lindseyn@ndsc.org	
Password	
Log In	Forgot Password
ProCertX Copyright 2019	

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

1. Login to app.procertx.com

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- 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

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	Permissions Instructor Staff Admin Syste	m Admin S per User				
	Active	Email Notifications				
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	Test		Test			
	Email is OK		Mobile Phone			
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.DEMO COMPANY 1			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

3	Name	~	Mobile	~	Company
	Lindsey	×			
	indsey Narloch				North Dakota Safety Council

- 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

E SESSIONS	L PENDING ATTENDEES	
<ul> <li>✔ All Available Sessions</li> <li>06/28/2019 at 8:00AM: ONE BASIN One Wayt® Standardized Contractor Orienta ▼</li> <li>Max Capacity: 30</li> <li>Available Seats: 29</li> </ul>	Lindsey Narloch	×
Cance Add to Cart for single session		

6. Click on the Cart icon to Check out

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& Profile	>			Contractor Orientation					

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.