

## Step 1. Is your company in ProCertX? [Request ProCertX Account Here](#)

You will receive an email from ProCertX to reset your password when your company is set up.

### Retrieve Password for ProCertX after account is setup:

Navigate your web browser to [app.procertx.com](http://app.procertx.com)

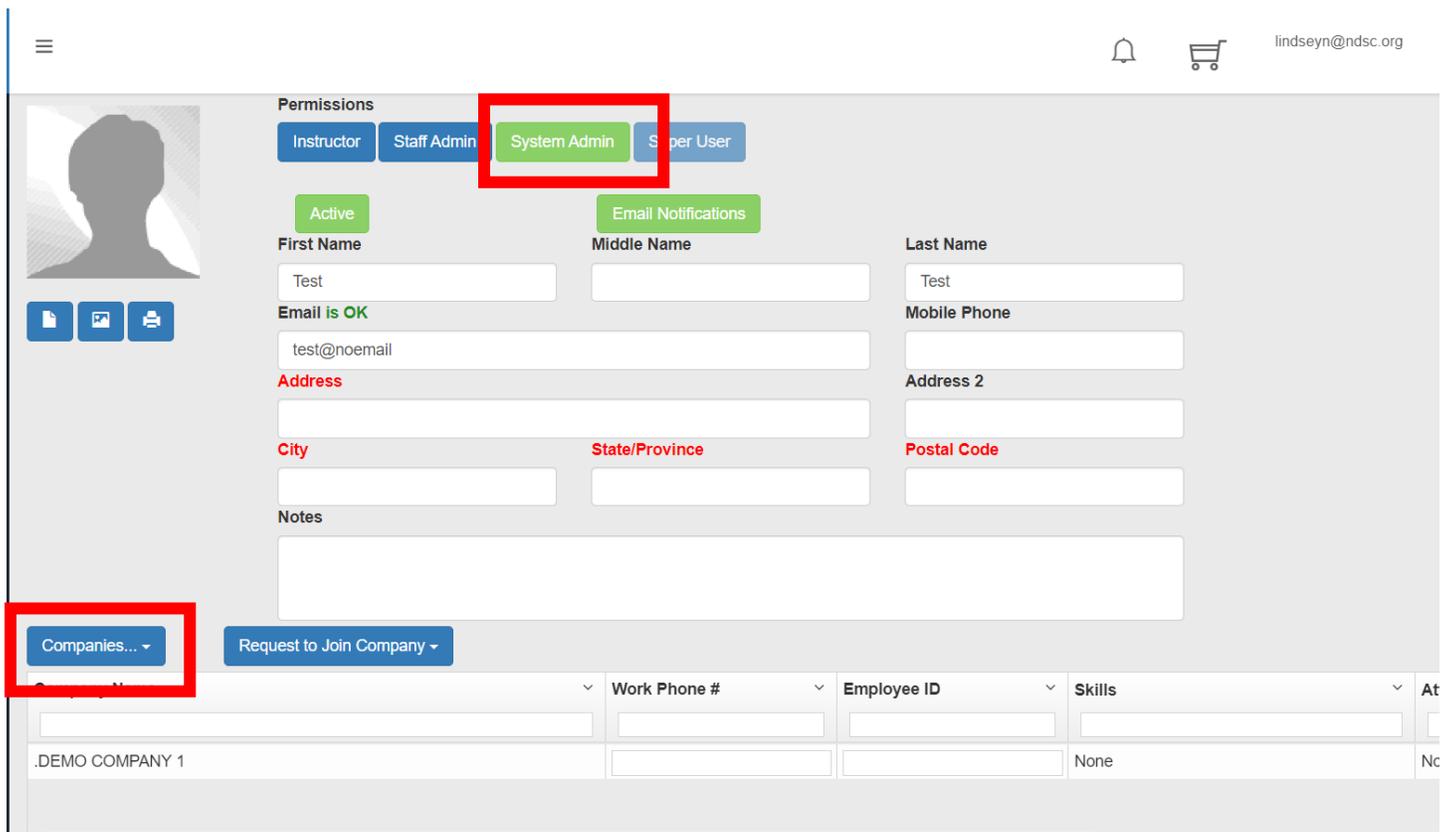
1. Type your email address into the username
2. Click the forgot password button
3. An email will be sent to you with a link to where your password can be reset. (Check your junk mail!)



The screenshot shows the ProCertX login interface. It includes a 'User ID' field with the email 'lindseyn@ndsc.org', a 'Password' field with masked characters, a 'Log In' button, and a 'Forgot Password' button which is highlighted with a red rectangular box. The footer text reads 'ProCertX Copyright 2019'.

### 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



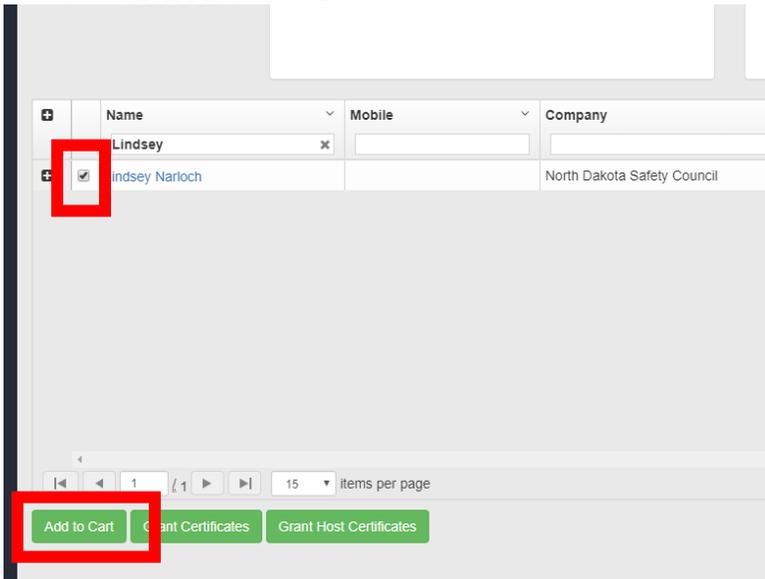
The screenshot displays the user profile management page. At the top right, the user's email 'lindseyn@ndsc.org' is visible. The 'Permissions' section shows four buttons: 'Instructor', 'Staff Admin', 'System Admin' (highlighted with a red box), and 'Super User'. Below this, there are status indicators for 'Active' and 'Email Notifications'. The profile form includes fields for 'First Name' (Test), 'Middle Name', 'Last Name' (Test), 'Email is OK' (test@noemail), 'Address', 'City', 'State/Province', 'Postal Code', 'Mobile Phone', and 'Address 2'. A 'Notes' field is also present. At the bottom left, a 'Companies...' dropdown menu is highlighted with a red box. A 'Request to Join Company' button is located below the dropdown. The bottom of the page shows a table with columns for 'Work Phone #', 'Employee ID', 'Skills', and 'At'.

## Create a Student

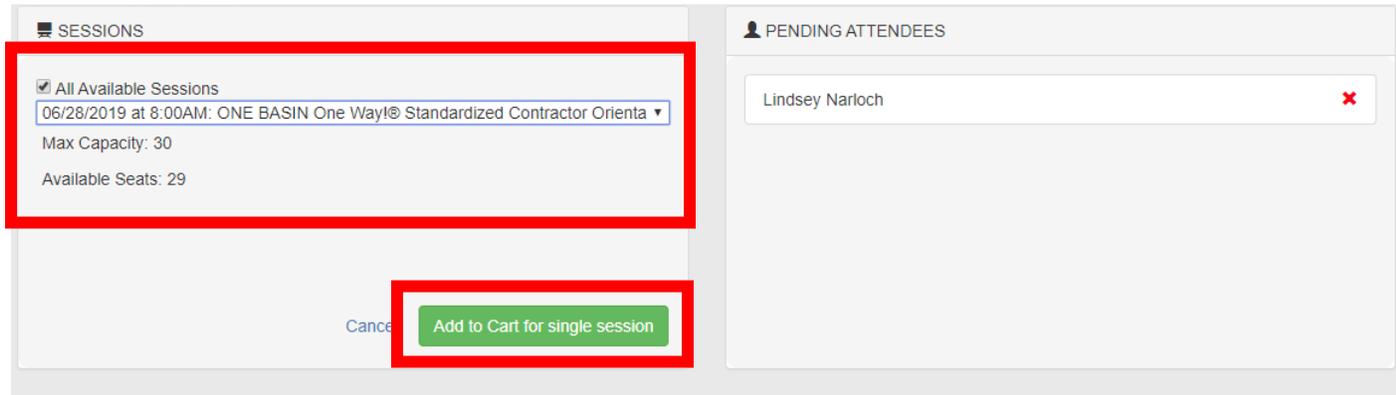
1. Click on Profile, Create New
2. Fill in the information required (red)
3. Select your Company from the Companies drop down and click save (No permissions needed for students)

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

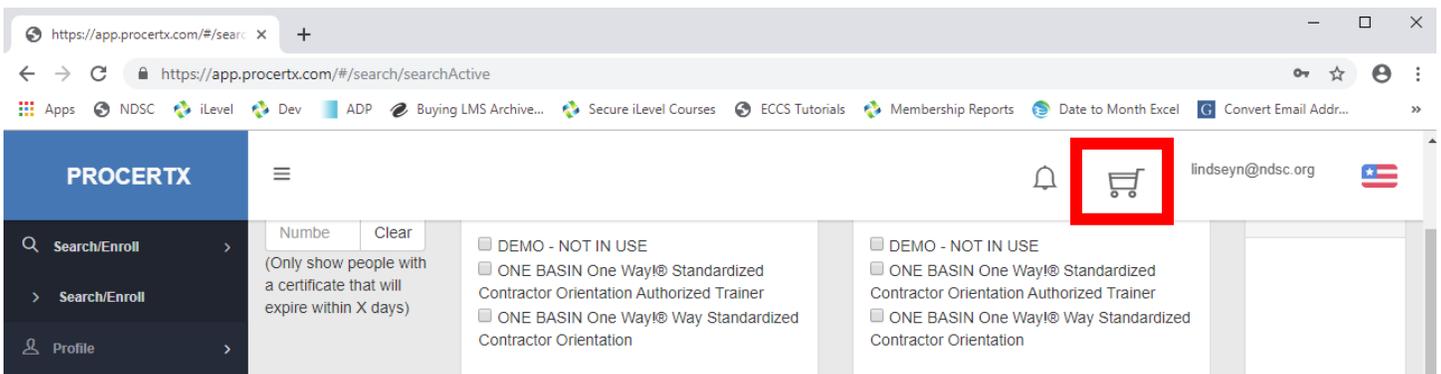
1. Click on Search/Enroll, then Search/Enroll
2. Check the box next to the students you wish to enroll
3. Click Add to Cart



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. An order detail receipt will be sent to the person registering the student and the student will receive an enrollment email with the training session details. Emails will be coming from [do-not-reply@procertx.com](mailto:do-not-reply@procertx.com). Please add this to your safe sender list!

## Cancel a Student

1. Navigate to the student profile. You can do so by clicking on Search/Enroll, then Search/Enroll. Then click on the student's name.
2. Below you will see Upcoming Training Sessions.
3. Click the red X under Unenroll from session. (You are able to unenroll up to an hour before the session start time and receive a full refund minus a credit card processing fee.)

The screenshot shows the ProCertX user interface. At the top, there's a navigation bar with 'PROCERTX' and a menu icon. Below that, the user profile is displayed, including a photo, a QR code, and contact information for 'New Wave Energy Services'. The 'Issued Certificates' section shows two certificates: 'NDPC One Basin, One Way - Standardized Contractor Orientation Certificate' and 'Whiting Petroleum'. The 'Upcoming Training Sessions' section shows a table with columns for Course Name, Session Date, Location, and Unenroll from session. A red box highlights the 'Unenroll from session' button, which has a red X icon.

Status	Certificate	Certificate Authority	Expires	Days Remaining	Revoked Date	Notes
Current	NDPC One Basin, One Way - Standardized Contractor Orientation Certificate	North Dakota Petroleum...	05/28/2020	361		
Current	Whiting Petroleum	Whiting Petroleum Corpo...	11/27/2019	178		

Course Name	Session Date	Location	Unenroll from session
TrainND - One Basin, One Way - Contractor...	06/10/2019 08:00	TrainND - Williston	

**For a full user guide to ProCertX, login to ProCertX and click on the Help button on the left-hand side or watch videos on the ProCertX YouTube Channel by clicking [here](#).**