

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

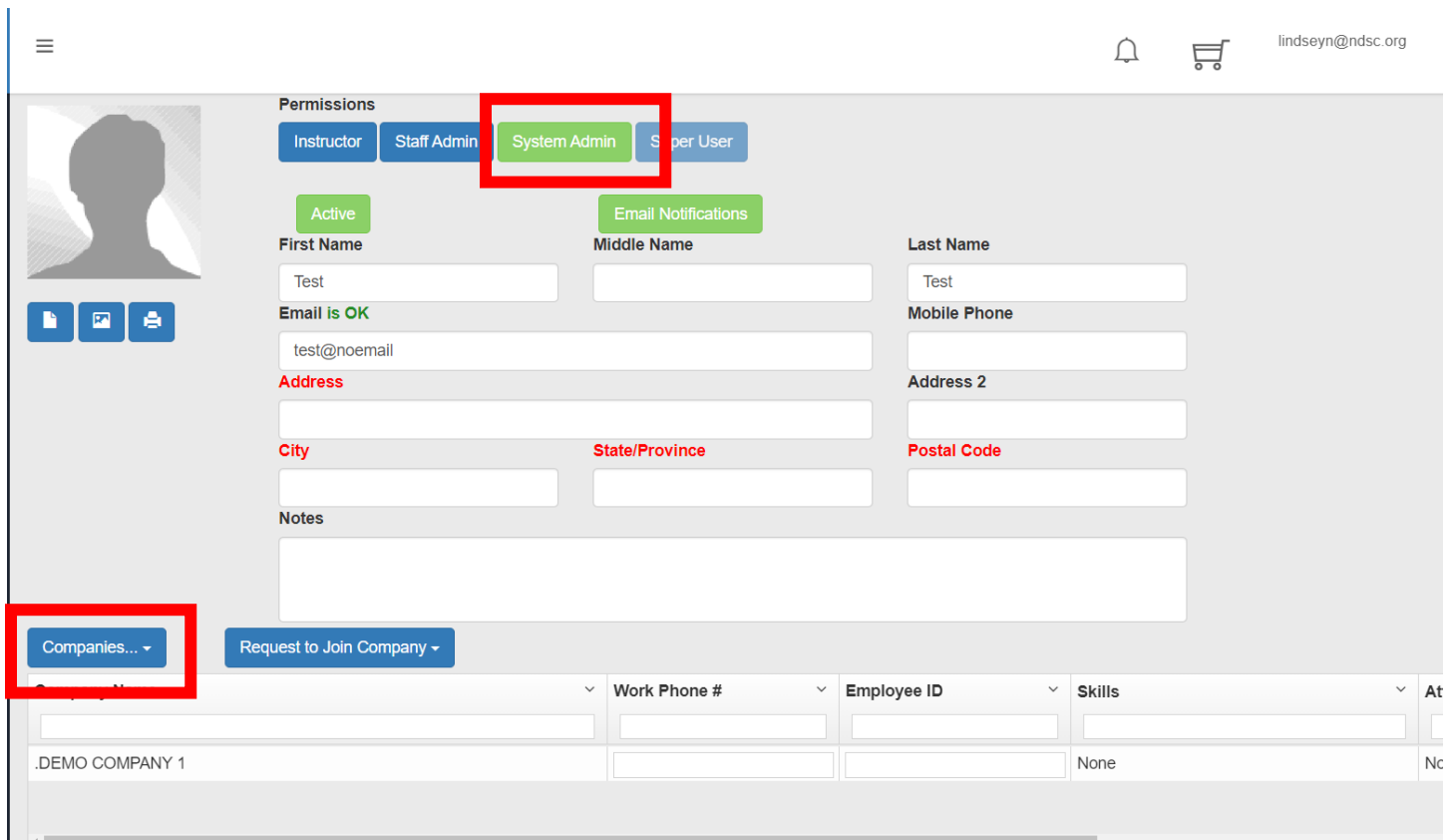
1. Type your email address into the username
2. Click the forgot password button
3. An email will be sent to you with a link to where your password can be reset. (Check your junk mail!) This works for any profile created with an active email address.



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 'Active' and 'Email Notifications' status buttons. The form includes fields for 'First Name' (Test), 'Middle Name', and 'Last Name' (Test). There is a green 'Email is OK' indicator. The 'Address' section has red labels for 'City', 'State/Province', and 'Postal Code'. At the bottom left, a 'Companies...' dropdown menu is highlighted with a red box. Below the form is a table with columns for 'Work Phone #', 'Employee ID', 'Skills', and 'At'.

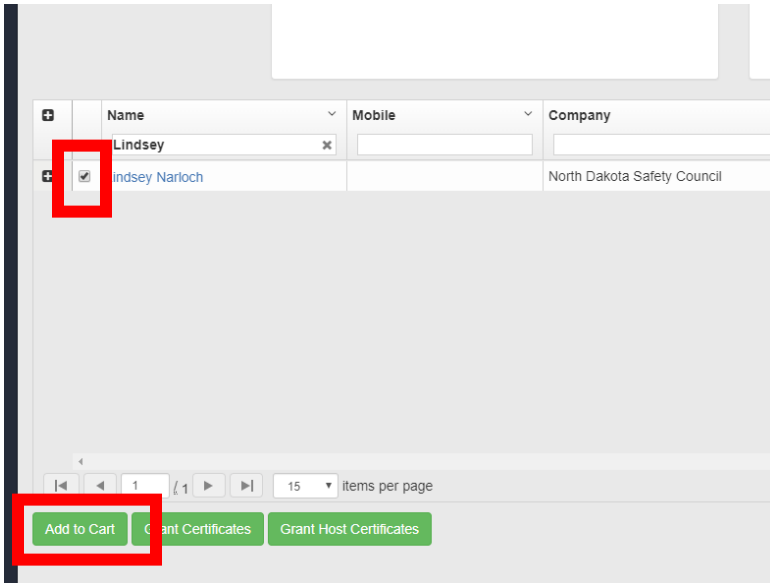
	Work Phone #	Employee ID	Skills	At
.DEMO COMPANY 1			None	Nc

Create a Student

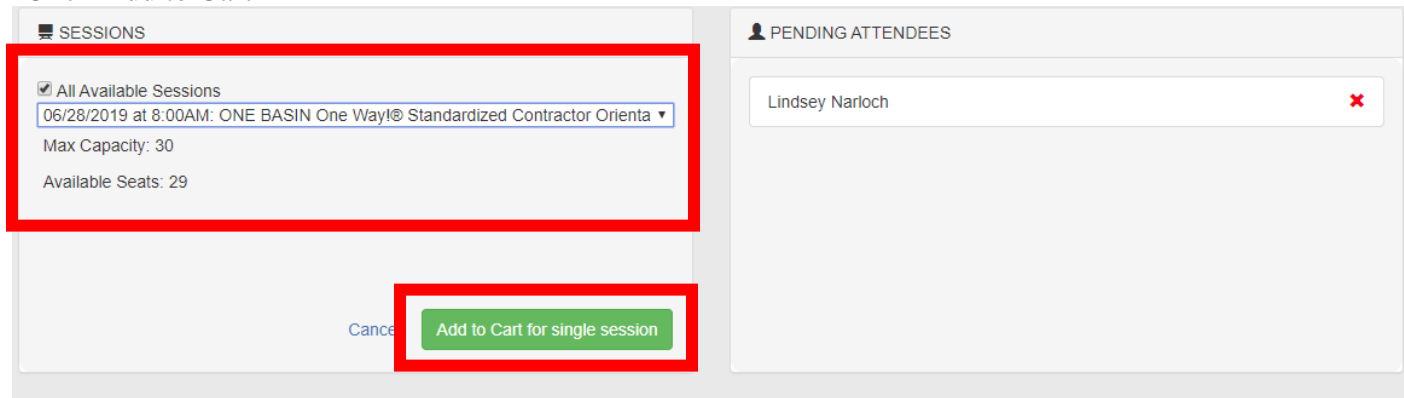
1. Click on Profile, Create New
2. Fill in the information required (red)
3. Select your Company from the Companies drop down and click save (No permissions needed for students)

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

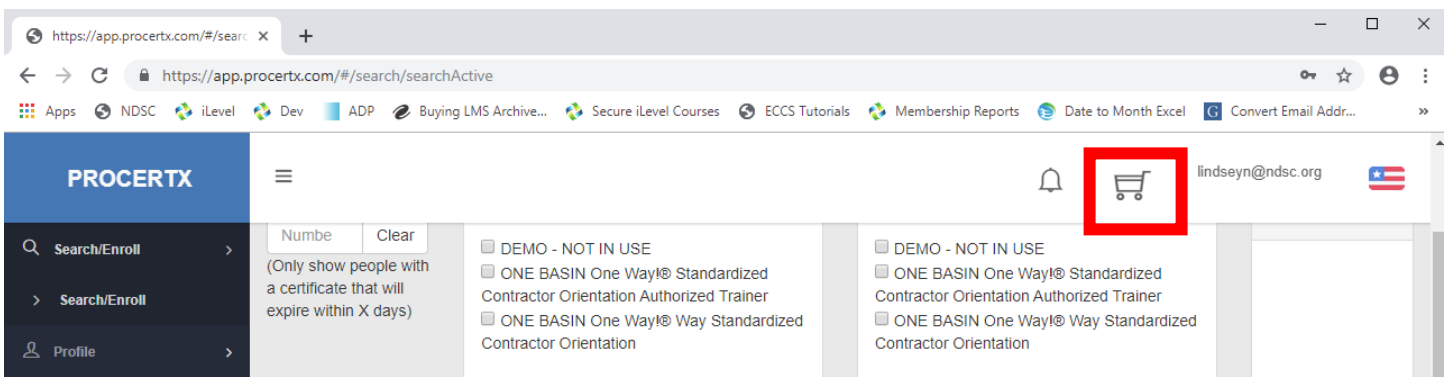
1. Click on Search/Enroll, then Search/Enroll
2. Check the box next to the students you wish to enroll
3. Click Add to Cart



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. 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.

The screenshot shows a web browser window displaying the PROCERTX student profile page. The page includes a navigation menu on the left with options for Search/Enroll, Profile, and Help. The main content area features a student profile card with a photo, a QR code, and contact information for New Wave Energy Services. Below the profile card, there are tabs for 'All', 'Current', 'Revoked/Expired', and 'Expiring'. The 'Issued Certificates' section contains a table with columns for Status, Certificate, Certificate Authority, Expires, Days Remaining, Revoked Date, and Notes. The 'Upcoming Training Sessions' section includes a table with columns for Course Name, Session Date, Location, and Unenroll from session. A red box highlights the 'Unenroll from session' column for the first session, which contains a red 'X' icon. The footer of the page reads 'ProCertK Copyright 2019'.

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	176		

Course Name	Session Date	Location	Unenroll from session
TrainND - One Basin, One Way - Contractor...	05/10/2019 08:00	TrainND - Williston	X

Which of my employees have One Basin One Way and when does it expire?

1. Click Search/Enroll. Then Search/Enroll.
2. You can enter a number in the days until a certificate expires, but you can leave that blank as well.
3. Put a checkbox next to Has this Certificate” ONE BASIN One Way!® Way Standardized Contractor Orientation Certificate.”
4. Below the list will have all employees that have this certificate.
5. You can export to excel to see when each individual’s ONE BASIN One Way!® Way Standardized Contractor Orientation Certificate expires.

The screenshot shows the ProCertX search/enroll interface. A red box highlights the 'Filter by' section, which includes a dropdown for 'Days until a certificate expires' and a 'Clear' button. Below this, there are checkboxes for 'HAS THIS CERTIFICATE' and 'DOES NOT HAVE THIS CERTIFICATE'. The 'HAS THIS CERTIFICATE' section is checked, and a red box highlights the 'NDPC One Basin, One Way - Standardized Contractor Orientation Certificate' option. Below the filters is a table of employees with columns for Name, Mobile, Company, Email, and Profile Created. A red box highlights the 'Export Active Profiles to Excel' button in the bottom right corner.

Regenerate a receipt

1. Click on the cart button.

The screenshot shows the ProCertX search/enroll interface. A red box highlights the cart button in the top right corner of the page.

2. Click on View Purchase History

The screenshot shows the ProCertX search/enroll interface. A red box highlights the 'View Purchase History' button in the top right corner of the page.

3. Click on Resend Receipt

The screenshot shows the ProCertX search/enroll interface. A red box highlights the 'Resend Receipt' button in the top left corner of the page.

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](#).