BRANCH ADMIN-ADDING AN EMPLOYEE AND ASSIGN THE CORRECT COURSES

- Adding an employee can only be done on a Laptop or Desktop
- Use the site's Branch Admin profile login details – NOT the learner profile log in details
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1. Sign in to your domain via Google Chrome with the site's Branch Admin login details
2. Go to USERS
3. Add the NEW USER and save profile
   DO NOT assign individual courses to the user

4. Assign the new user to the correct JOB (Based on position/job title)
   All relevant courses will be assigned automatically
   4.1.   Click on "Futurent Jobs" on the HOME screen
   4.2.   Click on the position of the new user from the list e.g., "Forecourt Attendant"
   4.3.   In the list of users in that position, search for the new user
   4.4.   On the right of the user's name, click on the corresponding "NO" to assign the JOB to that user
   4.5.   The 'NO" will turn into a "YES", and the relevant courses for that JOB will be assigned to the user
   4.6.   Repeat with other JOBS

If you would like us to assist you, please contact us directly at: