



# Corporate user guide for qualification

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### **The corporate administrator allocates coursework and exams to staff members**

The Corporate user guide informs company administrators how to include a staff member in the corporate scheme and how to allocate him or her coursework and exam parts. For information on how a staff member accesses coursework assignments or schedules exams, see the [Personal user guide](#).

### **Staff members can access the parts and exams that are allocated to them**

The corporate administrator needs to order and pay for the coursework and exam parts. Each paper has 5 parts. Staff members decide later which coursework parts to download or which exams to book.

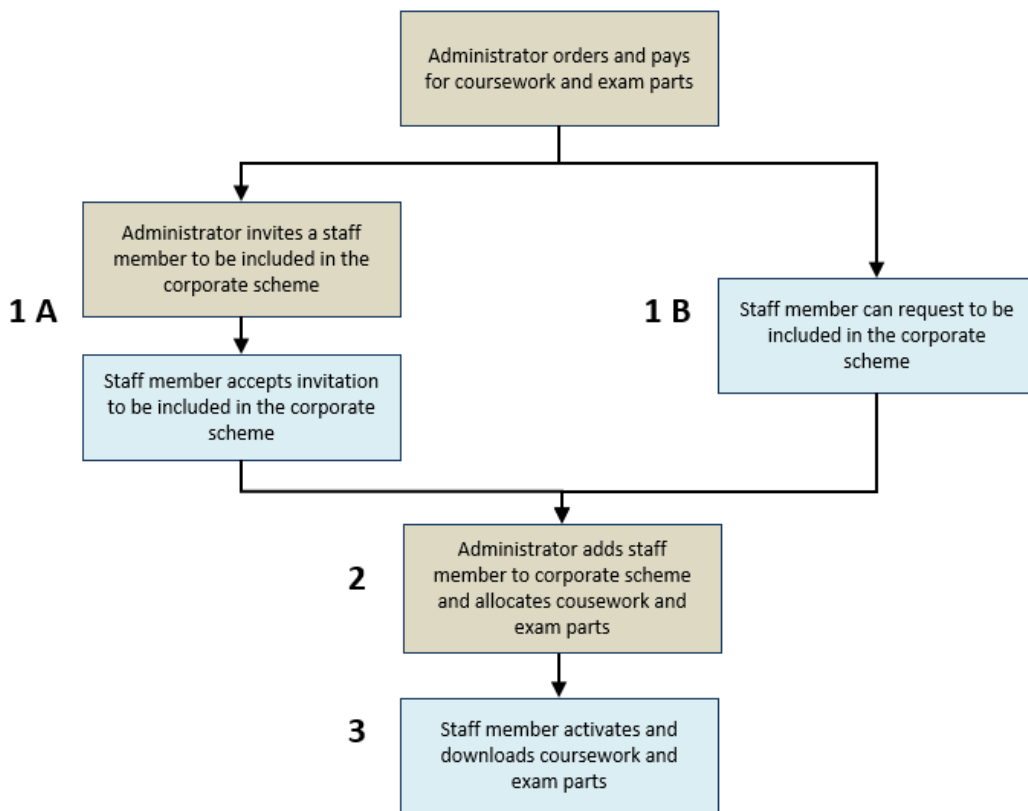


Figure 1 – Procedures flow chart

## Include a staff member in the corporate scheme

The corporate administrator can invite staff members to join the scheme, or staff members can request to be invited

There are two ways a staff member can be included in the corporate scheme:

- (i) The corporate administrator can invite staff members to be included via email (see *1A Invite staff members to be included in the corporate scheme* below)
- (ii) A staff member can request to be included in the scheme by sending an email (see *1B Request an invitation to join the corporate scheme* on page 5)

### 1A Invite staff members to be included in the corporate scheme

The administrator can invite a staff member to be included in the scheme

The first way for a staff member to be included in the corporate scheme is for the administrator to invite them to be included (1 A in Figure 1).

- (1) The administrator opens the AbleOwl website <http://www.ableowl.com> and chooses *My account* from the left-hand panel (Figure 2).

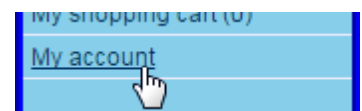


Figure 2 – Click *My account*

- (2) The administrator logs in to their AbleOwl account (Figure 3).

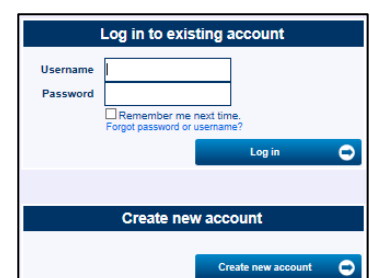


Figure 3 – Log in

The administrator's *My account* page appears (Figure 4).

Figure 4 – Corporate administrator's *My account* page

Go to the *Corporate qualification administration* page

(3) The administrator scrolls down and clicks *Go to corporate qualification page*, found under the heading *My current products*.

The *Corporate qualification administration* page appears (Figure 5). Figure 5 does not show the full width of the page: the full page also shows the exam scores and number of exams sat by each staff member.

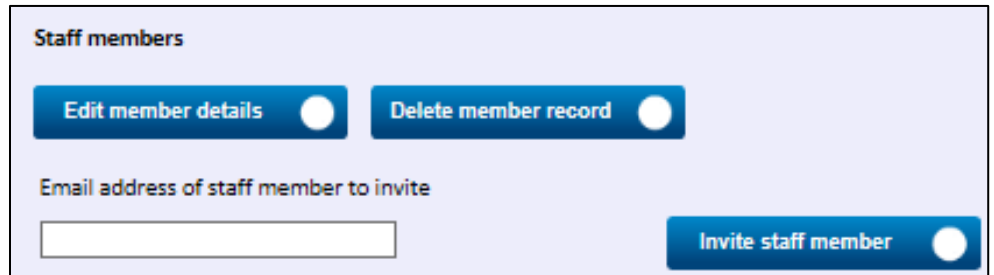
Figure 5 – *Corporate qualification administration* page

## Invite a staff member

The administrator sends an invitation as follows:

(4) In the box *Email address of staff member to invite*, enter the email address of the person to invite, then click *Invite staff member* (see Figure 6).

That sends the staff member an invitation email containing a link to request inclusion in the scheme.



The screenshot shows a light blue interface titled "Staff members". At the top, there are two dark blue buttons with white text: "Edit member details" and "Delete member record". Below these buttons is a text input field with the placeholder text "Email address of staff member to invite". To the right of the input field is a dark blue button with white text: "Invite staff member".

Figure 6 – Click to email an invitation to the staff member

## If necessary, create a user profile for the staff member

If the staff member does not have an existing account, a *Create a new user profile* box appears (Figure 6).

The administrator must complete all the details, as shown in Figure 7, and click the OK button.

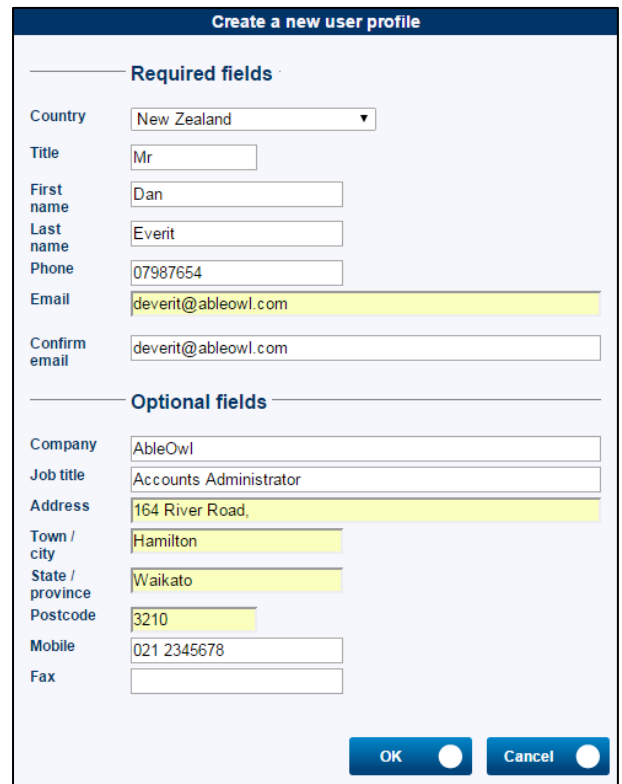
## The staff member receives an email containing a link

The staff member will receive two emails. The first email sends the staff member an invitation containing a link to request inclusion in the scheme.

The second email contains their username and password, which are generated by the system

(5) The staff member opens the email with the link to request inclusion in the scheme, and clicks the link.

The link takes the staff member to their Personal Qualification page (Figure 9).



The screenshot shows a dialog box titled "Create a new user profile". It is divided into two sections: "Required fields" and "Optional fields".

**Required fields:**

- Country: New Zealand (dropdown menu)
- Title: Mr (text input)
- First name: Dan (text input)
- Last name: Everit (text input)
- Phone: 07987654 (text input)
- Email: deverit@ableowl.com (text input, highlighted in yellow)
- Confirm email: deverit@ableowl.com (text input)

**Optional fields:**

- Company: AbleOwl (text input)
- Job title: Accounts Administrator (text input)
- Address: 164 River Road, (text input, highlighted in yellow)
- Town / city: Hamilton (text input, highlighted in yellow)
- State / province: Waikato (text input, highlighted in yellow)
- Postcode: 3210 (text input, highlighted in yellow)
- Mobile: 021 2345678 (text input)
- Fax: (text input)

At the bottom right, there are two buttons: "OK" and "Cancel".

Figure 7 – Create a new user profile box

## The staff member may be prompted to log in

If the staff member is a new user, a dialog box will appear instead, prompting him or her to log in to their account (Figure 8).

(6) The staff member enters their username and password, then clicks *Log in*.

The *My account* page appears.

(7) The staff member scrolls down and clicks *Go to Personal qualification page* under the heading *My current products*. The Personal Qualification page appears.

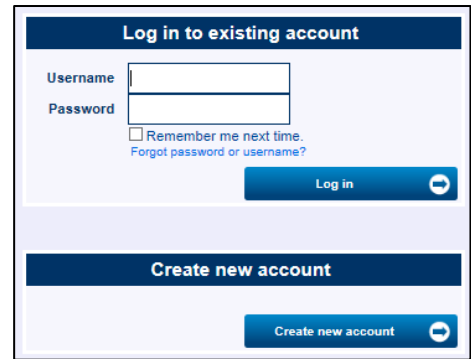


Figure 8 – Log in to existing account

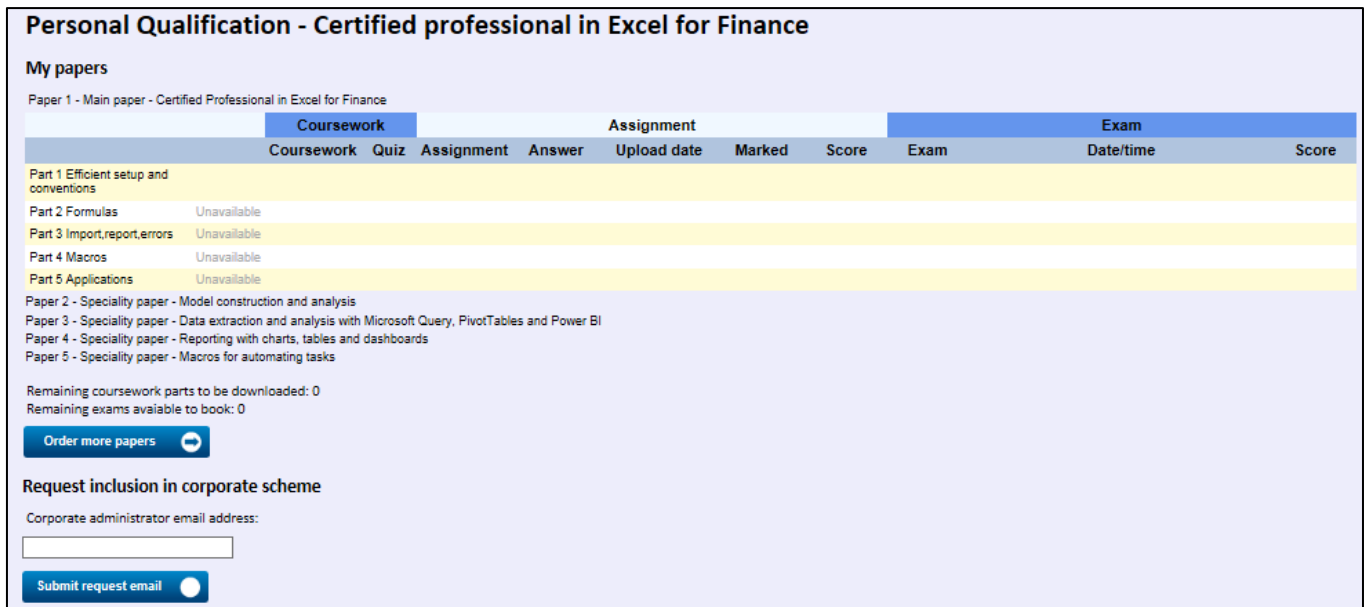


Figure 9 – Personal Qualification page

(8) The staff member enters the administrator's email address in the *Corporate administrator email address* box (near the bottom of Figure 9).

**The staff member follows the email link and requests inclusion in the corporate scheme**

(9) The staff member clicks *Submit request email*.

The corporate administrator receives an email, which has a link to include the staff member in the corporate scheme.

(8) The administrator clicks the link in the received email.

A dialog box appears asking for approval to include the staff member (Figure 10).

(9) The administrator clicks *OK*.

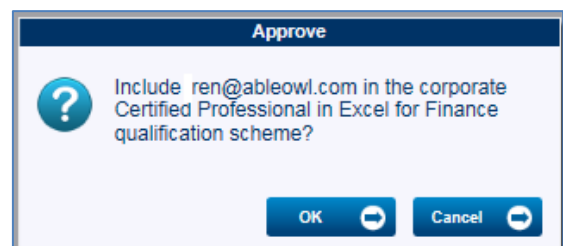


Figure 10 – The administrator chooses to include the staff member

The staff member's name appears in the *Corporate qualification administration* page as an assigned staff member.

## 1B Request an invitation to join the corporate scheme

**Staff member can request to be included in the scheme**

The second way to be included in the corporate scheme is for the staff member to request to be included (1B in Figure 1).

(1) The staff member opens the AbleOwl website (<http://www.ableowl.com>), and chooses *My account* from the left-hand panel (not shown).

(2) If the staff member has an existing AbleOwl account, they log in. (Figure 11).

The *My account* page appears.

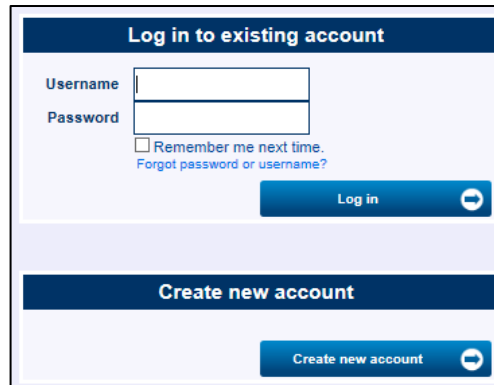


Figure 11 – Log in or create a new account

If the staff member does not have an existing account, refer to *How a staff member creates a new account* on page 9.

(3) The staff member scrolls down and clicks *Go to Personal Qualification* page under the heading *My current products*.

The Personal Qualification page appears (Figure 12).

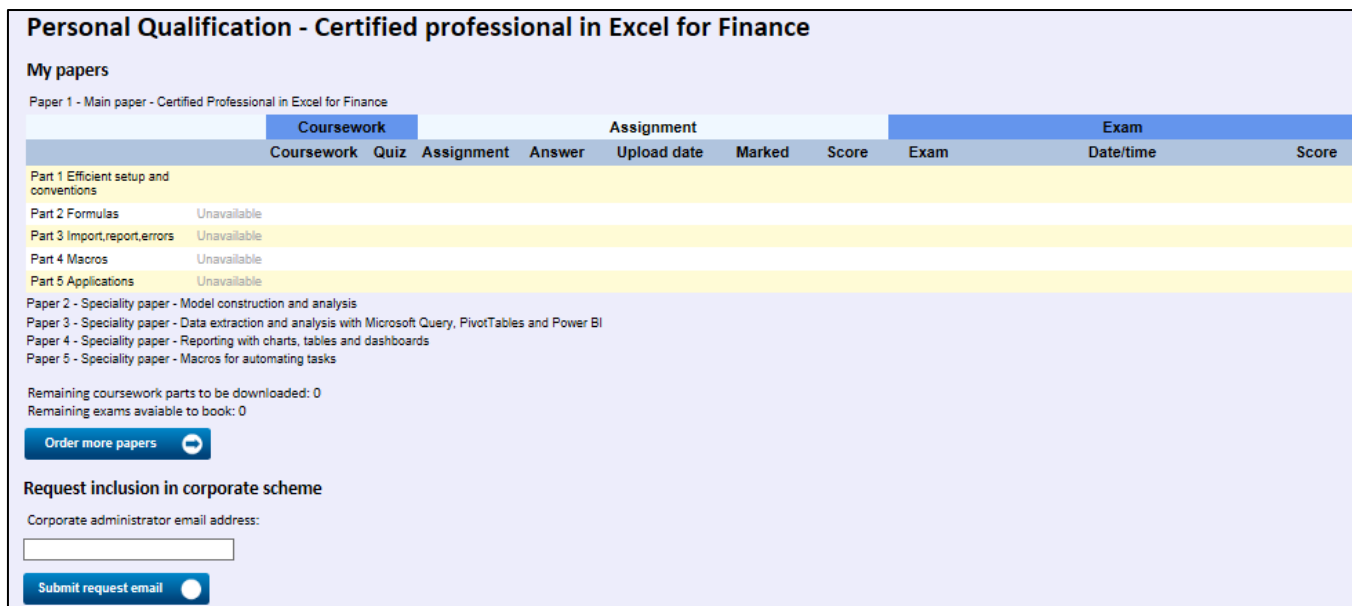


Figure 12 – Personal Qualification page

**Staff member submits a request to be included in the corporate scheme**

(4) In the *Corporate administrator email address* box (shown near the bottom of Figure 12), the staff member enters the corporate administrator’s email address.

(5) The staff member clicks the button *Submit request email*.

The corporate administrator receives an email, which has a link to add the staff member in the corporate scheme.

(6) The administrator clicks the link.

The dialog box shown in Figure 13 appears.

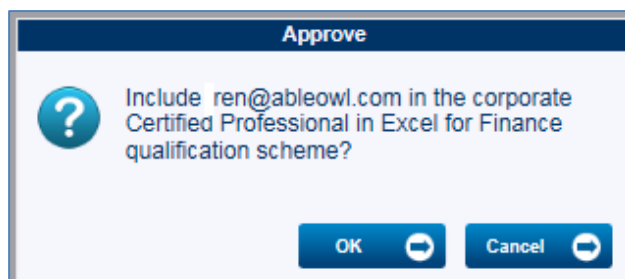


Figure 13 – Choose to include a staff member

(7) The administrator clicks OK.

The staff member's name appears in the *Corporate qualification administration* page as an assigned staff member.

## 2 Allocate coursework and exam parts to staff members

**The administrator allocates exams and coursework**

The administrator can allocate coursework and exam parts to staff members who are included in the scheme.

(1) The administrator goes to the *Corporate qualification administration* page (Figure 14).

**Choose a staff member**

(2) The administrator selects the staff member.

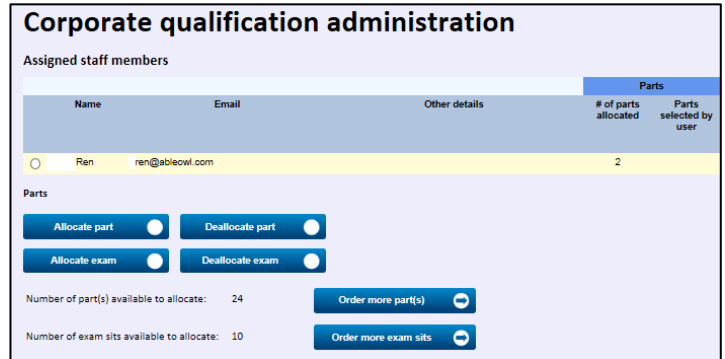


Figure 14 – Allocate a part or exam to a staff member

**Select the number of parts (or exams) to allocate**

(3) The administrator chooses *Allocate part* (or *Allocate exam*).

The *Allocate part* dialog box appears (Figure 15).

(4) The administrator sets the number of parts to allocate (1 is the default), then clicks OK.



Figure 15 – *Allocate part* dialog box

For the selected staff member, the value in the *# number of papers allocated* column increases (Figure 15). The staff member receives an email that informs them of the allocation, and explains how to access study materials. The email has a link to access their AbleOwl account. The staff member activates and downloads their choice of coursework part or books an exam for a part.

# Corporate qualification administration

Assigned staff members

Name	Email	Other details	Parts	
			# of parts allocated	Parts selected by user
<input type="radio"/> Ren	ren@ableowl.com		5	

Parts

Number of part(s) available to allocate: 21

Number of exam sits available to allocate: 10

Figure 16 – The # number of papers allocated column

### 3 Activate and download coursework and exams

Once the administrator allocates coursework or exams to a staff member, the staff member receives an email informing them how to access the study material. For these steps, refer to the *Personal user guide*.





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## How a staff member creates a new account

### The staff member can create a new account

A staff member can create an account.

(1) The staff member opens the AbleOwl website at <http://www.ableowl.com> and clicks *My account* in the left-hand panel.

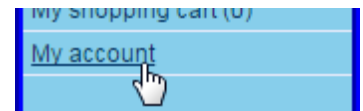


Figure 16 – Click *My account*

(2) The staff member clicks *Create new account* (Figure 17).

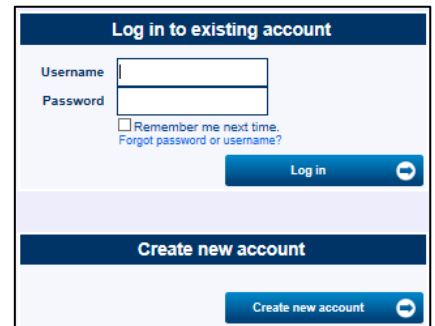


Figure 17 – Create a new account

### Fill out the details, and click Submit

(3) The staff member completes all the details, as shown in Figure 18, and then clicks the Submit button.

The user's *Account summary* page appears (Figure 19).

The staff member is receives their username and password, which are generated and emailed to the staff member by the system.

**Sign up**

**Required fields**

Country:

Title:

First name:

Last name:

Phone:

Email:

Confirm email:

**Optional fields**

Company:

Job title:

Address:

Town / city:

State / province:

Postcode:

Mobile:

Fax:

Figure 18 – Fill out the new user's details

The staff member must use the generated username and password to log in for the first time, but can then update their username and password from the *Account summary* page if desired (Figure 19).

The screenshot shows a web form titled "Account summary" with a dark blue header. The form is divided into two main sections. The top section contains personal and contact information: Country (New Zealand), Time zone ((GMT-12:00) International Date Line West), Title (Mr), First name (Don), Last name (Everit), Email (deverit@ableowl.com), Second email (empty), Company (AbleOwl), Job title (Accounts Administrator), Address (164 River Road, highlighted in yellow), Town / city (Hamilton), State / province (Waikato), Postcode (3210), Phone (07987654), Mobile (0212345678), and Fax (empty). The bottom section contains login and notification preferences: Username (Excel123), Password (Ableowl456), a note that the password must be a minimum of 4 characters long, and three checkboxes for "Send magazine and renewal notifications to": "My primary email address", "My secondary email address", and "I am a Mac user". An "Update" button is located at the bottom right of the form.

Figure 19 – The new user's *Account summary* page