

Frequently Asked Questions

How do I add new users?

To add a new user, log into Training Today and select your team from the sidebar. On the right-hand side, you will find a button to add a new person to your team. Please note that only the admin can add users.

How do I remove users?

To remove a user, log into Training Today, select your team from the sidebar, and open the "People" tab, which lists all users. Click the 'x' on the right-hand side of the user you wish to remove.

How can I access my certificates?

You can access your certificates by going to the "Achievements" tab within Training Today. Navigate to the "Team" tab in the sidebar and select "Achievements." From there, you can download your certificate(s) individually.

For bulk downloads, please follow additional instructions provided in the platform.

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How do I access my training portal?

You will receive a welcome email with instructions on how to access the training portal. You can also reset your password using the provided link to update your login details, as the original login will be a generalized passkey. We recommend bookmarking the training portal in your browser.

If you are the Admin, you will have to switch to "Learner View" by clicking on the profile icon in the top right corner and selecting "Learner".

How do I get access to additional courses?

If you are interested in additional courses for your team, please contact your client manager to discuss the full range of courses offered through the platform and how to access them.

How do I build a Safety Plan?

As the admin, log into the EHS portal. Upon logging in, refer to the resource guide listed within the eighth box for detailed instructions on creating and building your safety plan. Additional information is available by clicking [here](#).