

## Guide to the ADSA academy sign up procedure

Once registered all users will receive a signing in email from the following:  
“no-reply@adsacademy.org.uk”

Once opened it will give the user their log in Username, password and the link to the site, see below.



Dear XXXXXXXX,

Welcome to the **Automatic Door Suppliers Association (ADSA) Online Training Academy**

A user account has been created for you. Whilst you are employed by a ADSA member you will be able to access this service.

The system can be utilised to download information in addition to accessing any registered online eLearning modules.

The login details for your account are below.

When you login for the first time, you will be prompted to change your password to something more memorable.

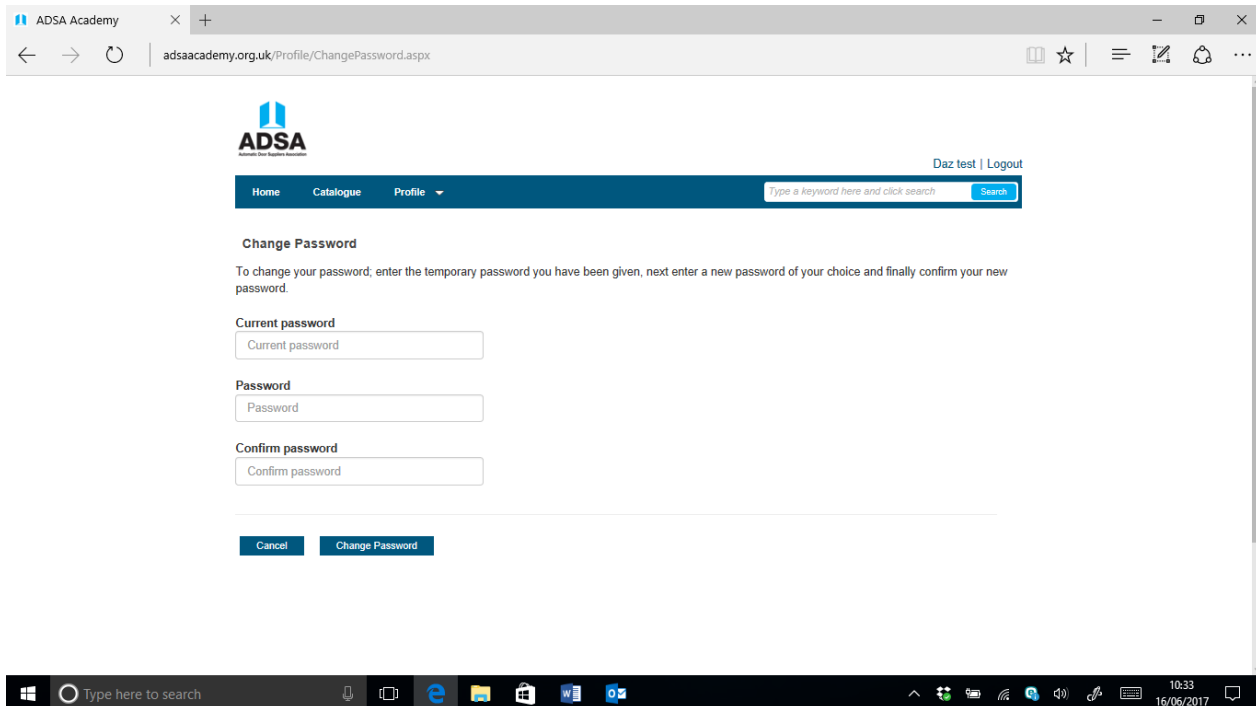
Username: **XXXXXX**

Password: **XXXXXX**

You can now login at: <http://adsacademy.org.uk>

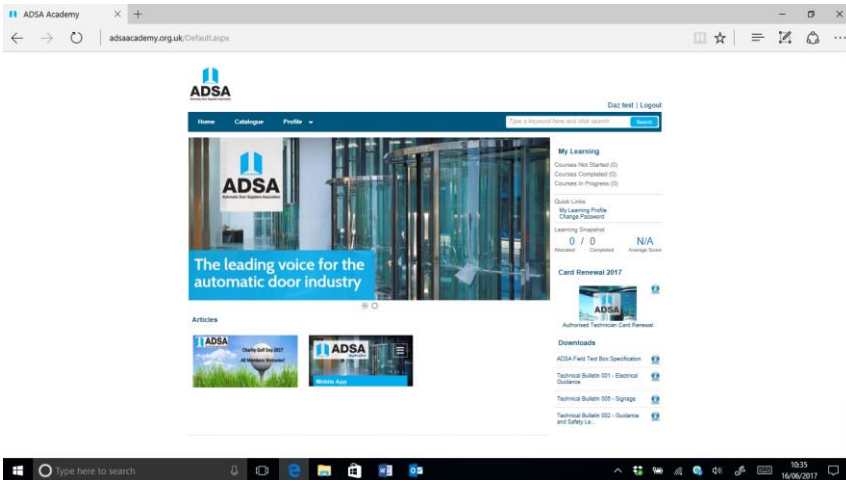
Please note that this password has been encrypted before being stored, and is confidential.

Once they log in with these details it will ask them to set their own password



The screenshot shows a web browser window with the URL [adsacademy.org.uk/Profile/ChangePassword.aspx](http://adsacademy.org.uk/Profile/ChangePassword.aspx). The page features the ADSA logo and a navigation menu with 'Home', 'Catalogue', and 'Profile'. A search bar is present with the text 'Type a keyword here and click search'. The main content area is titled 'Change Password' and includes the following text: 'To change your password, enter the temporary password you have been given, next enter a new password of your choice and finally confirm your new password.' Below this text are three input fields: 'Current password', 'Password', and 'Confirm password'. At the bottom of the form are two buttons: 'Cancel' and 'Change Password'. The Windows taskbar at the bottom shows the date and time as 10:33 on 16/06/2017.

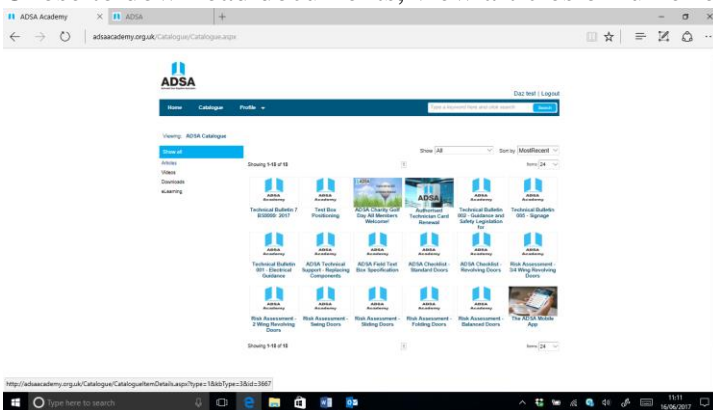
Once the password has been successfully changed it will then take you to the members side of academy web site



From here they can view quick links, or the catalogue and their profile link.

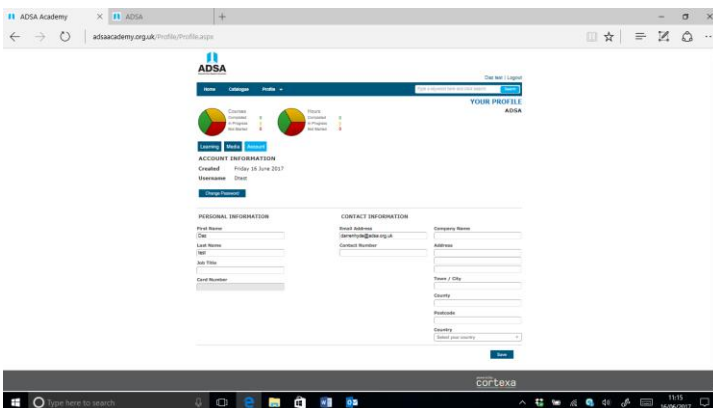
## Catalogue

Chose to download documents, view articles or run eLearning courses once these have been activated.



## Profile

The user details can be updated, reset password, view eLearning progress & certs can be downloaded,





## Team Manager

If you have been assigned as the Team manager (one per company) you have an additional Team Tab.

Viewing: Tech Com

Account: Active

Showing 1-13 of 13

Company/Username	Name	Last Login
Tech Com		16/06/17 11:21
CBlack	Carl Black	31/05/17 09:54
LChandler	Lee Chandler	26/05/17 15:35
ACollins	Alan Collins	19/05/17 15:11
NHollinson	Nigel Hollinson	12/05/17 15:54
SInce	Steve Ince	07/05/17 10:27
KKaughin	Kevin Kaughin	19/05/17 11:49
DManager	Darren Manager	16/06/17 11:21
RNeal	Richard Neal	06/06/17 14:41
KRyan	Kevin Ryan	18/05/17 16:34
DStudent	DAZ Student	19/05/17 13:04
AWiggins	Adam Wiggins	14/05/17 13:23
NWilliams	Nigel Williams	

This tab will allow you to view all your team and carry out the same profile functions on all your assigned Users (students).

On their learning Tab if they have been assigned a eLearning module you can view their progress, if you tick the show attempts box it will then display how many times they have logged on and when they started and completed the course, (the course is not completed until the test is passed)

DAZ STUDENT

ADSA

Last logged in 6 days ago

Learning | Media | Account

Filter: [ ] Apply Show Attempts:  Show: All Status: All Sort by: Title

Showing 1 of 1

Title	Allocated	Completed	Score	Actions
Authorised Technician Card Renewal	19/05/2017	10/06/2017	100%	👍 ⭐

Attempts started: 20/05/2017 17:39 completed: 10/06/2017 13:03 sessions: 6 time: 00:00:00 score: 100%

Close Allocate