Training Program Quick Reference Guide

Credentia

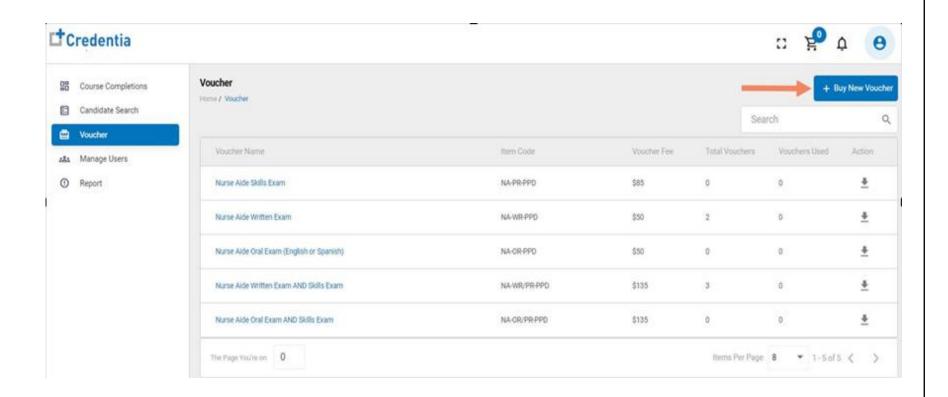
Training Program Voucher Management Guide



Step 1 – Select Buy New Voucher

STEP 1

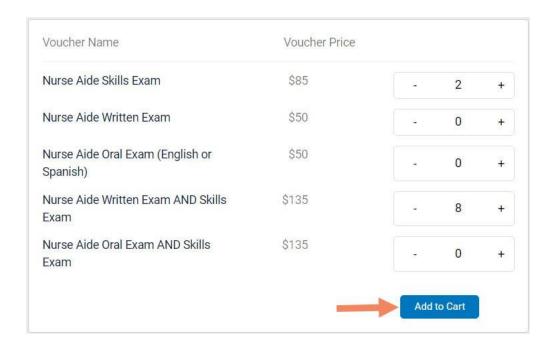
Select "Voucher" on the navigation menu and the select the "Buy New Voucher" button



Step 2 – Specify Voucher Quantities

STEP 2

Specify the quantity desired for each voucher type and select the "Add to Cart" button

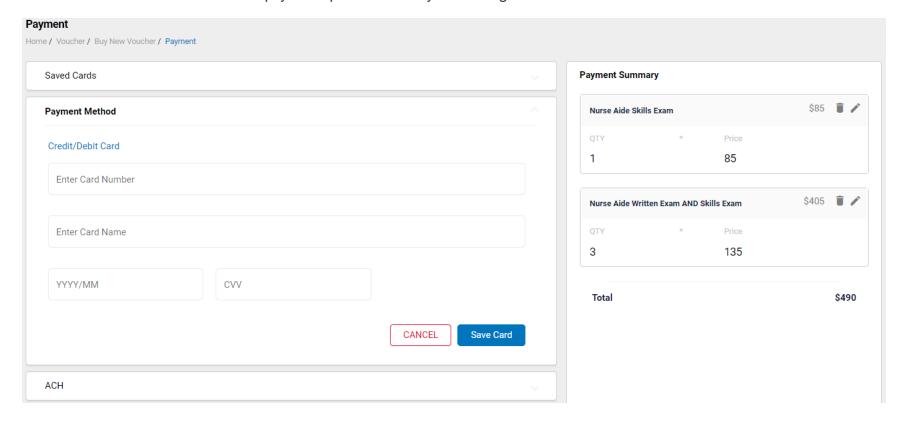


Step 3 – Enter Payment Information in Shopping Cart



Select payment method:

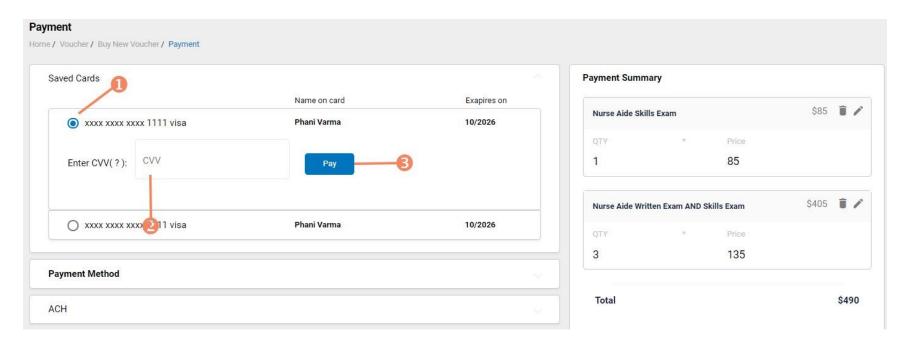
- 1. Add credit/debit card information and save card to your account by selecting "Save Card" button
- 2. Or select ACH payment option and enter your banking account information



Step 4 – Make Payment



If paying by credit/debit card, select the card you entered from your "Saved Cards" button, enter the CVV code, and select the "Pay" button

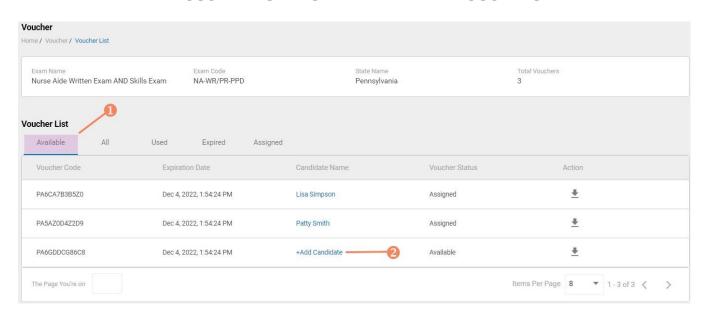


Assigning Vouchers to Candidates in the Credentia

Platform

VOUCHER LIST PAGE - "AVAILABLE" VOUCHERS

- Click on a voucher type on the voucher summary page to access the voucher detail page
- Select the "Available" voucher list
- Click the "Add Candidate" link for the voucher you would like to assign
- 3 Start typing the candidate name in the search box
- Click on the desired candidate name from your search results
- S Click the "Assign" link next to the candidate name



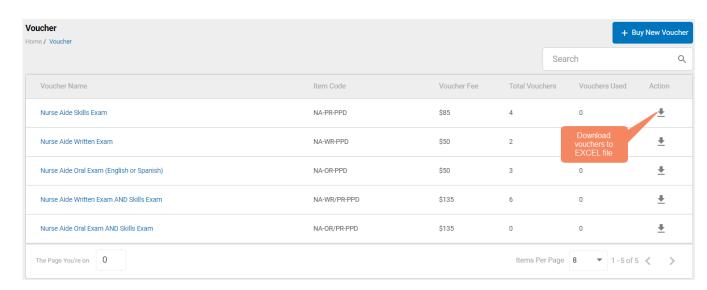
VOUCHER ASSIGNMENT



Distributing Vouchers to Candidates OUTSIDE of the Credentia Platform

VOUCHER SUMMARY PAGE

- The voucher summary page displays the number of vouchers purchased and the number of vouchers used by type
- Select the download icon for the desired voucher type to download an EXCEL file of purchased vouchers
- For each voucher, download file includes voucher number, expiration date, and status (available, used, or expired)
- Instruct your candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)



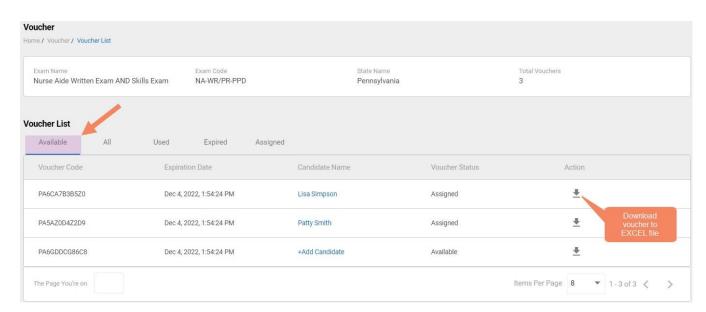
EXCEL VOUCHER DOWNLOAD FILE

	A	В	С
1	VoucherCode ▼	Expiration Date	VoucherStatus ▼
2	PA8DDA8VBEMF	12/09/2022	Available
3	PANN37EF97D4	12/09/2022	Available
4	PAF4CD1FE8Q6	12/09/2022	Available

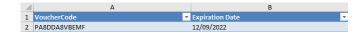
Voucher List Page – "Available" Vouchers

VOUCHER LIST PAGE - "AVAILABLE" VOUCHERS

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "Available" voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name (if assigned)
- Select the download icon for the desired voucher to download an EXCEL file
- Instruct candidates to use the voucher code you provide to them when scheduling an exam (applied at shopping cart checkout)



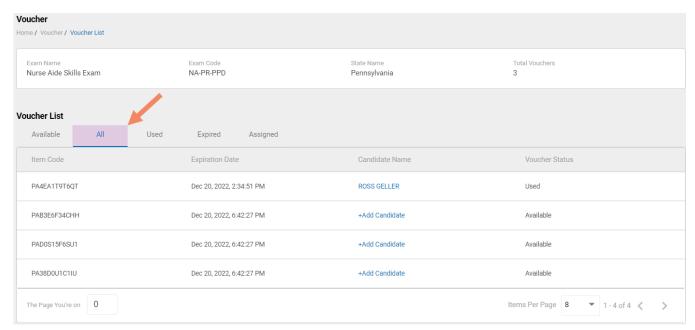
EXCEL VOUCHER DOWNLOAD FILE



Voucher List Page – "All" Vouchers

VOUCHER LIST PAGE - "ALL" VOUCHERS

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "All" voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name (if assigned or used)
 - Status (available, assigned, used, or expired)



Voucher List Page – "Used" Vouchers

VOUCHER LIST PAGE - "USED" VOUCHERS

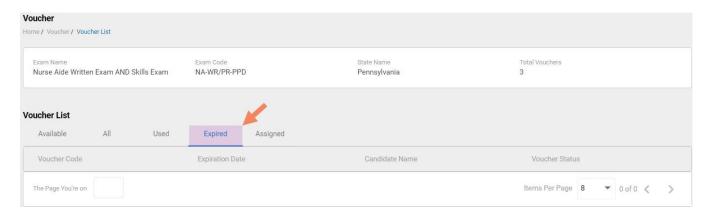
- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "Used" voucher list, the following is displayed for each voucher:
 - Voucher code
 - · Expiration date
 - Candidate name
 - Date Used



Voucher List Page – "Expired" Vouchers

VOUCHER LIST PAGE - "EXPIRED" VOUCHERS

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "Expired" voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name (if assigned)



Voucher List Page – "Assigned" Vouchers

VOUCHER LIST PAGE - "ASSIGNED" VOUCHERS

- Click on a voucher type on the voucher summary page to access the voucher detail page
- For the "Assigned" voucher list, the following is displayed for each voucher:
 - Voucher code
 - Expiration date
 - Candidate name

