



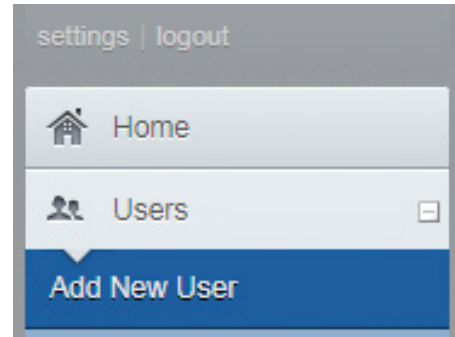
Logging In

Navigate out to <https://training.ctsys.com> and enter your username and password. Click **Login**.

Creating Users

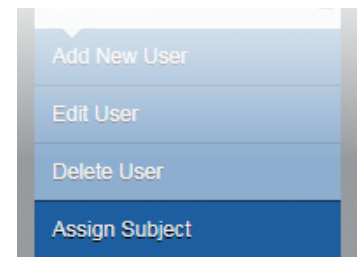
Click on **Users + Add New User** then enter mandatory fields with user information and select appropriate training options.

Click on **Add User** to only create user, or **Add + Assign Subject** to add user and be taken to the Assign Subjects screen.



Assigning Subjects

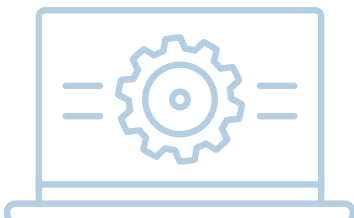
1. Select the user, then select the subjects to assign.
2. You can select multiple subjects using **CTRL + Click** to select specific subjects, **SHIFT + Click** to select a range of subjects, or use the **Select All** option.
3. Select an **Assignment Month** (Base Month) and a **Subject Cycle** (Subject Recurrence).
4. Click **Assign Subject**.



Creating Reports

Click on **Reports**, then choose the level of report detail you wish:

- **Detailed** — Breakdown of tutorials and progress, lessons and exams with question key
- **Condensed** — Provides dates of tutorial, lessons and exam completion
- **Super Condensed** — Only returns names of subjects if all modules in a subject are complete
- Select the appropriate user(s) and subject(s), then Click **Submit**.



CONTACT SUPPORT

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