



THE ONLINE (EXTRANET) USER GUIDELINES

NOTE WELL: Authorized users of Companies must be setup as online users before they can register their employees (trainees) for online assessment and /or training

Please follow the steps below:

1. Go to – www.energy.tt
2. Click on Learning Centre
3. Click on Extranet
4. Enter Username and Password

Note: The home page has 4 tabs: Register, Status, Reports and Settings

1. Register: to register trainees
2. Status: to check trainee history & schedule
3. Reports: to run company report
 - You can go back to 3 years but you should run 1 year's report at a time
 - You can view all the employees scheduled for training along with the courses they are scheduled for
4. Settings: to change account details
 - e.g. to change password only (not username)

REGISTER TAB

1. Click on Location: Select Energy Chamber of T&T
2. Click on Trainee

Trinidad and Tobago Nationals and Permanent Residents

- Enter Trainee ID:
 - i. If using trainee's ID Card number please only **DO NOT ENTER THE FIRST TWO DIGITS** e.g. 19780628048 **only** input 780628048
 - ii. If using trainee's Driver's Permit enter 3 zeros and then the number e.g. 754956 **enter** 000754956
 - iii. If using trainee's Passport enter 4 zeros and then the number e.g. TA75491 **enter** 000075491

Non Residents

- Enter Trainee's Passport Number (**Must be nine (9) digits**)

Note:

- The same Identification must be used for all the trainee's registrations i.e. if the trainee was initially registered using their ID card then this form of ID must be used for all future training and assessment
 - If trainee is already in the system their personal details will automatically be displayed after you have entered their ID
 - If it is the trainee's first registration then a pop-up window will indicate such and you will be required to enter the required information
3. Click on Date
 - Select the required training date using the calendar provided
 - i. Advance registration can only be done up to 2 weeks prior to the actual date of the assessment
 4. Click on Courses
 - Select the course/assessment (s) that you require your employees to take
 5. Click on Instructions
 - Select payment option i.e. if to charge your company's credit card (credit card authorization form must be completed and sent to the Centre in order to select this option) **or** invoice you **or** if employee will pay with a company cheque (members only)
 - i. **Non-members can ONLY pay with a Manager's cheque (nonmembers)**
 - Enter your post-fail instructions i.e.
 - i. Stop after 1 fail
 - ii. Allow trainee to continue remaining courses
 - iii. Allow trainee to retake failed courses and continue remaining courses

Note: All retakes will be charged to company unless otherwise specified

6. Click on Confirmation
 - View employee's schedule
 - Click submit
 - i. Trainee can then come to the Learning Centre for training card

STATUS TAB

1. Enter Trainee's ID number i.e. ID Card #, Passport# or Driver's Permit #
2. Click on History: you can view Current History or All of the employee's training history
 - a. You have the option to print the history
3. Click on Schedule: you can view the schedule of the employee

REPORTS TAB

- To be used to view employee's success with the training
 - Code for Pass is '100'
 - Code for Fail is '0'

- You can generate reports by Date or Invoice Number or Purchase Order Number or Course
 1. Set your parameters i.e. start date and end date
 2. Click on generate: it will produce an Adobe PDF report
 - If you wish to change the format to Excel then click on CSV