

## Contents

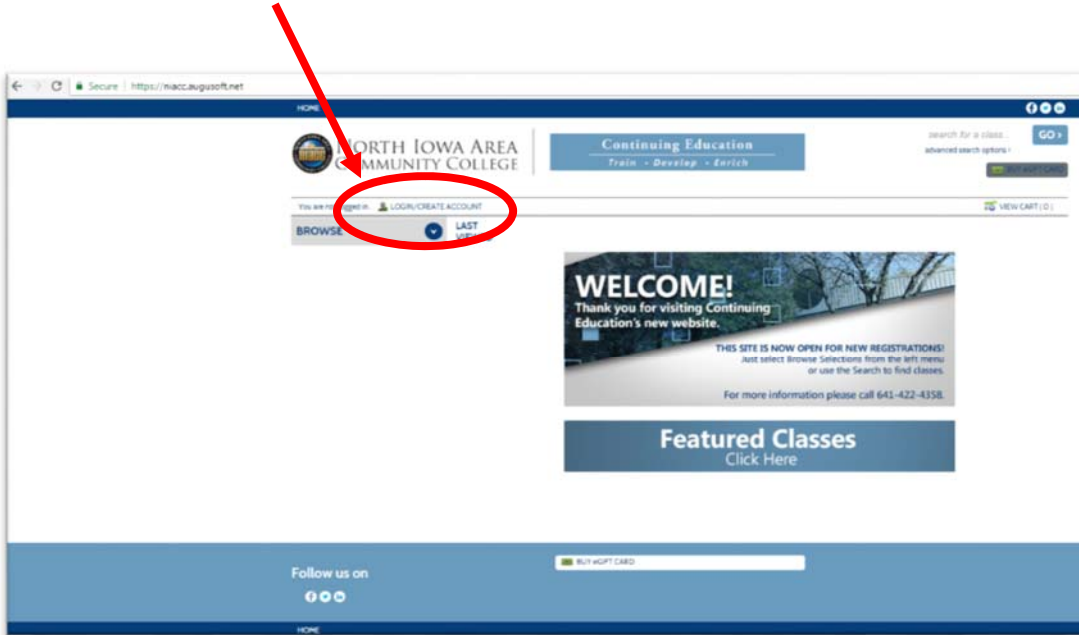
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### Step 1: Logging In

Go to <https://niacc.augusoft.net>. You will see a screen like the one below.

Click **Login/Create Account**.



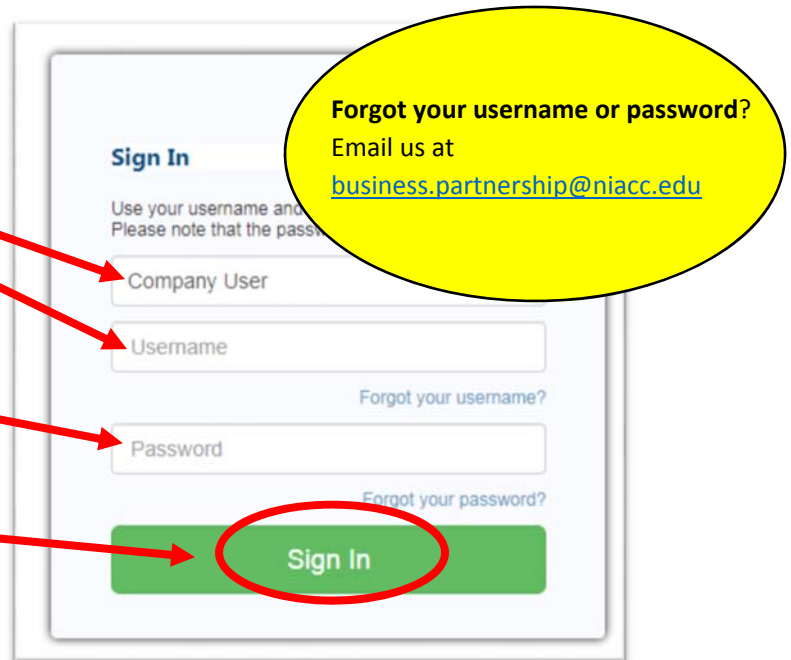
A "Sign In" box will appear on your screen.

In the first field, select **Company User**.

In the second field, type your company's username.

In the final field, enter your password.

Click **Sign In**.



Once successfully logged in, you will see a Welcome page with the following tabs:

- Dashboard** – view contact information for NIACC Continuing Education staff
- Company Profile** – view and edit your company’s information
- Contacts** – view and edit the points of contact at your company
- Divisions** – view and edit divisions at your company
- Tran History** – view and print your company’s Continuing Education transaction history

LAST VIEWED

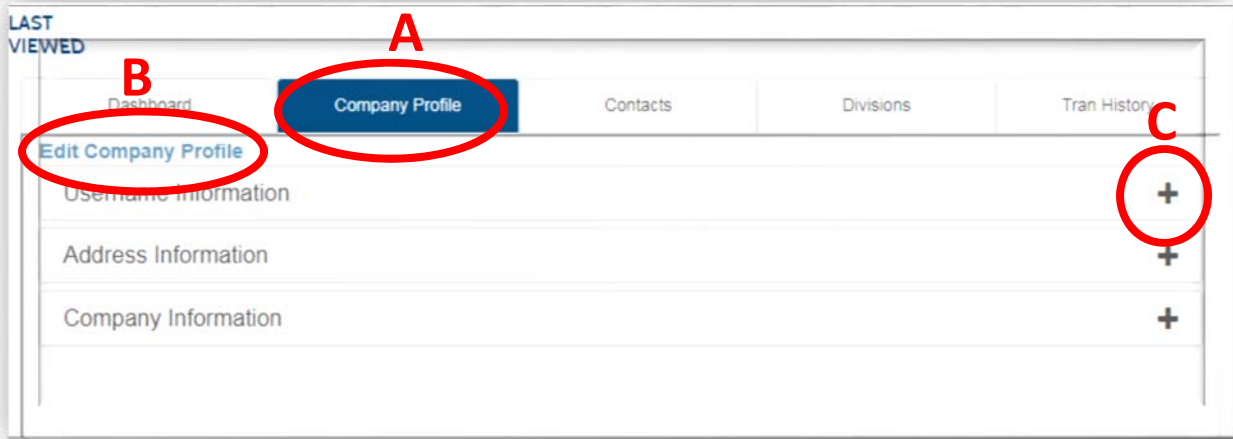
Dashboard	Company Profile	Contacts	Divisions	Tran History								
<p>Welcome to NIACC Continuing Education. We thank you for choosing to train your employees with us. We offer a wide variety of classes and are passionate about helping people develop the skills needed in today's workplace.</p> <p>Please feel free to contact us:</p> <p><b>Terry Schumaker</b>            Dean of Continuing Education            641-422-4170  <a href="mailto:Terry.Schumaker@niacc.edu">Terry.Schumaker@niacc.edu</a></p> <table border="1"> <tbody> <tr> <td>           Jamie Malek            Business/Management Training            641-422-4076  <a href="mailto:Jamie.Malek@niacc.edu">Jamie.Malek@niacc.edu</a> </td> <td>           Jody East            Lean Mfg/Safety/260E&amp;F            641-422-4218  <a href="mailto:Jody.East@niacc.edu">Jody.East@niacc.edu</a> </td> </tr> <tr> <td>           Connie Glandon            Computer &amp; Technology Training            641-422-4332  <a href="mailto:Connie.Glandon@niacc.edu">Connie.Glandon@niacc.edu</a> </td> <td>           Larry Haugen            Industry Training            641-422-4352  <a href="mailto:Larry.Haugen@niacc.edu">Larry.Haugen@niacc.edu</a> </td> </tr> <tr> <td>           Dena Ketelsen            American Heart Assn.            (CPR/First Aid etc.)            641-422-4161  <a href="mailto:Dena.Ketelsen@niacc.edu">Dena.Ketelsen@niacc.edu</a> </td> <td>           Adam Wedmore            Emergency Responder Training            641-422-4434  <a href="mailto:Adam.Wedmore@niacc.edu">Adam.Wedmore@niacc.edu</a> </td> </tr> <tr> <td>           Lorna Zrostlik            Long Term Care Training            641-422-4437  <a href="mailto:Lorna.Zrostlik@niacc.edu">Lorna.Zrostlik@niacc.edu</a> </td> <td></td> </tr> </tbody> </table>					Jamie Malek Business/Management Training 641-422-4076 <a href="mailto:Jamie.Malek@niacc.edu">Jamie.Malek@niacc.edu</a>	Jody East Lean Mfg/Safety/260E&F 641-422-4218 <a href="mailto:Jody.East@niacc.edu">Jody.East@niacc.edu</a>	Connie Glandon Computer & Technology Training 641-422-4332 <a href="mailto:Connie.Glandon@niacc.edu">Connie.Glandon@niacc.edu</a>	Larry Haugen Industry Training 641-422-4352 <a href="mailto:Larry.Haugen@niacc.edu">Larry.Haugen@niacc.edu</a>	Dena Ketelsen American Heart Assn. (CPR/First Aid etc.) 641-422-4161 <a href="mailto:Dena.Ketelsen@niacc.edu">Dena.Ketelsen@niacc.edu</a>	Adam Wedmore Emergency Responder Training 641-422-4434 <a href="mailto:Adam.Wedmore@niacc.edu">Adam.Wedmore@niacc.edu</a>	Lorna Zrostlik Long Term Care Training 641-422-4437 <a href="mailto:Lorna.Zrostlik@niacc.edu">Lorna.Zrostlik@niacc.edu</a>	
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Step 2: Changing Password (Be sure to do this on first login!)

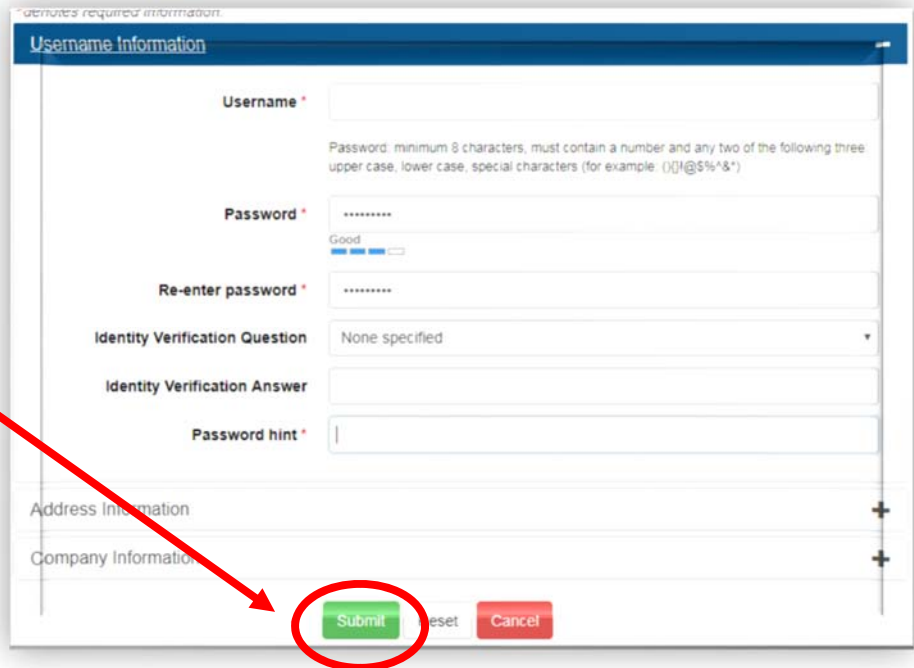
Click the **Company Profile** tab on the Welcome page. (A) You will see a screen like the one below.

Click **Edit Company Profile**. (B)

Find the "Username Information" line and click the **plus sign**. (C)

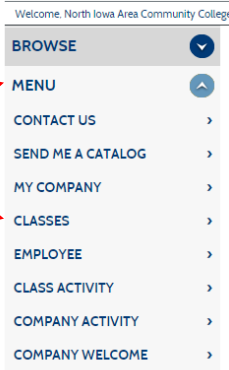


Complete the fields on this screen to change your password. (You can also change address & other company information, if necessary. When finished, click **Submit**.



### Step 3: Viewing Your Company's Classes

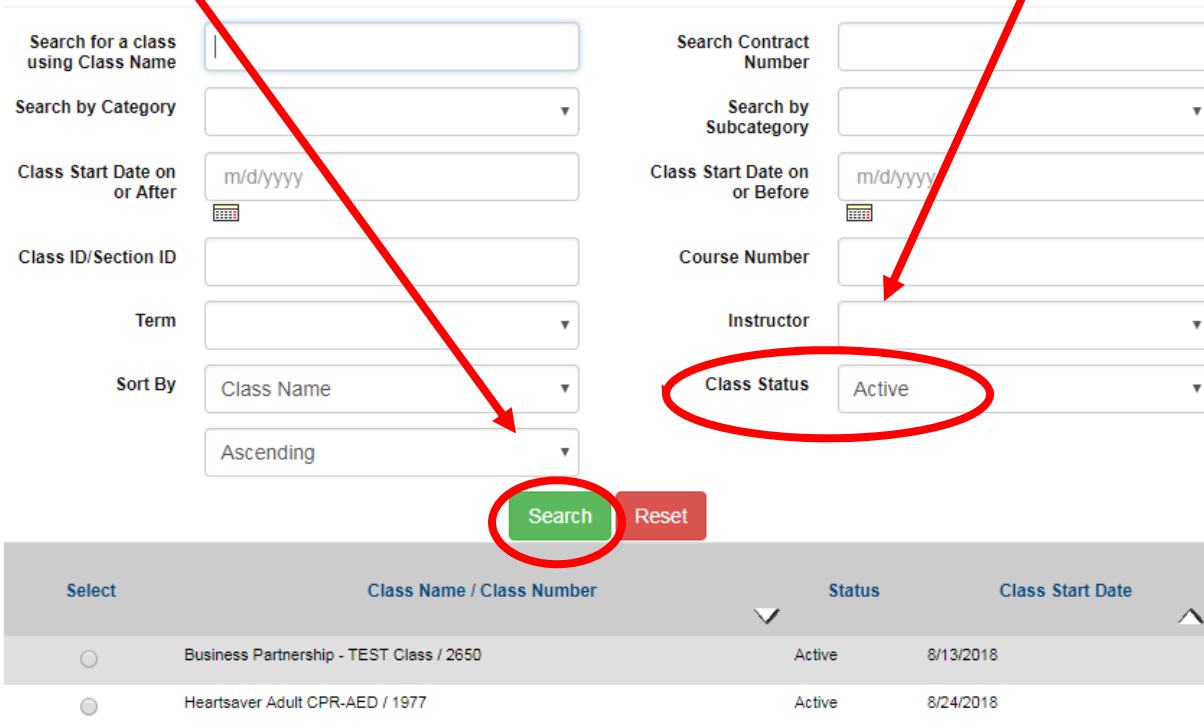
To view your company's classes, use options on the left to select **Menu** and then **Classes**.



You will now see a list of classes that have been or are currently available to your employees. To view only classes currently available (eliminating those completed or "Run"), change the "Class Status" to **Active** and click **Search**. You will now see a list of Active classes, including Business Partnership classes, in which you can enroll employees.

#### Contract Training Classes for North Iowa Area Community College (NIACC)

Enter search criteria then press Search.



Select	Class Name / Class Number	Status	Class Start Date
<input type="radio"/>	Business Partnership - TEST Class / 2650	Active	8/13/2018
<input type="radio"/>	Heartsaver Adult CPR-AED / 1977	Active	8/24/2018

You are also able to search your classes by name, start date, class number, etc.

### Step 4: Enrolling Employees in Classes

Click the radio button to the left of the class in which you are enrolling employees.

Select the **Assign Employees** option. (In drop-down menu not shown here.)

Select	Class Name / Class Number	Status	Class Start Date
<input checked="" type="radio"/>	Business Partnership - TEST Class / 2650	Active	8/13/2018
<input type="radio"/>	Heartsaver Adult CPR-AED / 1977	Active	8/24/2018

You will see a screen like the one below, which lists all of your company's employees.

BROWSE  LAST VIEWED

MENU

**Assign Employee to Business Partnership - TEST Class**

Search for Employees by the search fields below.  
For a complete list of employees, click 'Reset' and then click 'Search'.  
To clear search criteria only, click 'Reset'.

\* To register multiple employees, select the employee(s) by clicking the 'check box' in the 'Register' column.

Last Name  First Name

Email

Sort Students currently assigned to Business Partnership - TEST Class

Add New :

Showing records 1 through 20 of 70.

Assign	Name
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**If you cannot find an employee:**

- He/she may already be enrolled in the class. See [Step 6](#) for instructions on how to check a class roster.
- If he/she is not already on the class roster, you will need to add this employee to your company. See [Step 5](#) for instructions on adding an employee. **Do not add employees on your own.**

Names hidden for privacy. You will be able to view your employees' names.

You are also able to search your employees by first name, last name or email address.

Under “Assign,” click the radio button next to the name of each employee you would like to enroll. (A)  
 Scroll/navigate to view additional names, if necessary. (Names are in alphabetical order by last name.) (B)  
 Click **Assign** once you have selected all desired names. (C)

**Assign Employee to Business Partnership - TEST Class**

Search for Employees by the search fields below.  
 For a complete list of employees, click 'Reset' and then click 'Search'.  
 To clear search criteria only, click 'Reset'.

\* To register multiple employees, select the employee(s) by clicking the 'check box' in the 'Register' column.

Last Name  First Name   
 Email

Sort Students currently assigned to Business Partnership - TEST Class  
 Add New :

Showing records 61 through 70 of 70.

Assign	Name
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Names hidden for privacy. You will be able to view your employees' names.

<< Previous << First **B**  
 **C**

If you see names of individuals **not** employed by your company, please email that information us at [business.partnership@niacc.edu](mailto:business.partnership@niacc.edu), and they will be removed from your list.

After clicking Assign, you will be redirected to the current roster for the course. Here, you will see all employees (from your organization) registered for this class.

Possible Next Steps:

- To add more employees, click **Assign Additional Employee to this Class**. (A)
- To remove an employee, click **Remove** on the line of that employee’s name (B).
- If no changes are necessary, simply log out.
- To print the roster for your records, click **Print Roster**. (C)

Class Roster for Business Partnership - TEST Class (2650)

C [Print Roster](#)

Employee Name	Phone(s)	Email	Company Name	Action
A <a href="#">Assign Additional Employee to this Class</a>				<a href="#">Remove</a> B

\*- Employee enrolled in this class as part of a Course Series.  
 #- Employee enrolled in this class using the Enrollment process

*Because there is limited seating in classes, please remove any employees you are aware will not be attending.*



## Step 5: Adding an Employee

Do **not** add an employee in Lumens using the “Add” button.

If you need to add an individual to your list of employees, email the employee’s information to [business.partnership@niacc.edu](mailto:business.partnership@niacc.edu). You will receive an email response once the employee is added. You will then be able to register the employee for the class.

To create an employee record, we need all of the information below:

- Employee’s Full Name
- Employee’s Phone Number
- Employee’s Address
- Employee’s Date of Birth
- Employee’s Email Address (if they have one; strongly recommended, especially for web learners)

*Save Time!*

*Email a list of your employees and their information in advance (to [business.partnership@niacc.edu](mailto:business.partnership@niacc.edu))! This will make enrolling your employees quicker and easier when the time comes.*

### Step 6: Viewing Class Rosters

Follow Step 3: “Viewing Your Company’s Classes” (Page 5)

Click the radio button to the left of the class for which need a roster.

Select the **View Roster** option. (In drop-down menu not shown here.)

Select	Class Name / Class Number	Status	Class Start Date
<input checked="" type="radio"/>	Business Partnership - TEST Class / 2650	Active	8/13/2018
<input type="radio"/>	Heartsaver Adult CPR-AED / 1977	Active	8/24/2018