

Behavior Webinars 40 Hour RBT Course

Group Leader Directions

Thank you for your purchase. The following are directions on how to manage your group subscription.

Adding another employee to your subscription

- 1.) Go to <https://rbtonlinetraining.com/group-registration/>
 - a. Or go to www.rbtonlinetraining.com and click on group registration (at the top)
- 2.) Login your account (same login created when you purchased the course subscription). You can reset your password from the account page.
- 3.) You will see your associated courses and your enrolled users.
- 4.) Click on enroll new user
- 5.) Type in their name and email
- 6.) Click add user
- 7.) They will receive an email with login information
- 8.) You can also have your employee go to the website and click on "my account" and create an account. You can follow the directions above and they will be added to your account.

Monitoring students

- 1.) Go to <https://rbtonlinetraining.com/group-registration/>
 - a. Or go to www.rbtonlinetraining.com and click on group registration (at the top)
- 2.) Login your account (same login created when you purchased the course subscription). You can reset your password from the account page.
- 3.) Click on "[Show ProPanel Full Page](#)" (this is at the top of the page)
- 4.) On the right is a list of your groups activity. This will give you the list of the topics a student has completed.
- 5.) On the left is a filter. You can choose a specific student to look at.