

# CORPORATE CLIENT TRAINING MANAGER PROGRAM



TEXAS A&M UNIVERSITY  
CORPUS CHRISTI

# Training Manager Program Overview

- We offer efficient, effective, and economical online training to you, whether you have a few employees or thousands.
- We are committed to provide high-quality online training that is affordable and easy to use. It will enable you to vastly expand your training options.
- Over 1 million satisfied adult learners have attested to the fact the courses are, quite simply, the best on the market.

**A Training Manager** is an authorized company administrator who enrolls students into courses. Training Managers have a variety of tools available:

- Enroll students individually and in bulk
- Create student Groups
- Save courses and create course Groups
- Pay by Credit Card or Purchase Order
- View Registration and Completion reports



# Benefits

- We make it easy for you to work with Purchase Orders and provide a variety of reports and data.
- We can co-brand your company name and logo.
- We have the ability to set a catalog tailored to meet the specific training needs for your company.

# Training Manager Tool

- Assists you to purchase one to multiple titles for one, several, or hundreds of your employees.
- Provides easy way to manage Purchase Orders and view Reports.
- Create student and student groups.
- You can assign them to courses and course groups if there are students and courses that you work with on a regular basis.

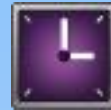
# Catalog

With Online Instructor-Led Courses and Self-Paced Tutorials in one place, we have over 4,000 course offerings available.



## Instructor Led Courses

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course



## Self-Paced Tutorials

- Build skills or earn continuing education credits
- Start Anytime
- Most tutorials completed in a few hours
- Quick self study on demand
- Supported independent study

# Employees can select from popular areas such as:

- Accounting
- Business and Management
- Certificate Prep
- Computer Applications
- Database Management
- Grant Writing
- Graphic and Multimedia Design
- Languages
- Law and Legal
- PC Networking and Security
- Sales and Marketing
- The Internet
- Web and Computer Programming

# Access to the Training Manager Portal



Sign Up for Our  
**Newsletter**



Feel Free to  
**Contact Us**



Training Manager?  
**Log in Here**



# Training Manager Portal

After logging in, you will be presented with access to the Student Manager - Course Manager - Order Manager, and Report Manager.



The screenshot displays the Training Manager Portal interface. At the top, a dark navigation bar contains a grid icon on the left, followed by the menu items "Students", "Courses", "Order", and "Reports". On the far right of this bar is a "Sign Out" link. Below the navigation bar, the text "XYZ Product Company" is displayed. The main content area features a light gray box with the heading "What Do You Want To Do Today?". Underneath this heading are four square icons, each with a corresponding label below it: a blue icon with two white figures labeled "Student Manager", a purple icon with an open book labeled "Course Manager", a green icon with a white figure reading a book labeled "Order Manager", and a yellow icon with a document, star, and ribbon labeled "Report Manager". At the bottom of the page, a footer line reads: "New Pro Test Site | 40880 County Center Dr. | Temecula, CA, 92591 | [barbara.beeskow@cengage.com](mailto:barbara.beeskow@cengage.com)".

# How to use our pro site

- PassCodes are purchased by the company up front from our ed2go program manager.
- PassCodes can be used to enroll in “any” course or set for a specific course.
- PassCodes can be used for only the instructor facilitated courses.
- Payment by credit card can be made for the self-paced tutorials.

# Payment Option by Passcode

- Once we have invoiced and received payment, we can generate passcodes for a particular course or for “any” course. We will then send these passcodes to you and you will then distribute to your employees.
- We can apply the passcode and complete the enrollment. Or, the employee can search for course(s) and select the session date(s). Employee(s) add these to the shopping cart. For returning students, they will log-in with their email address and password. Once employee has created an account, they can complete the registration process and apply the passcode for payment.

# Payment Option by Credit Card

- The employee is directed to our web site to search for course(s) and select the session date(s).
- The employee will add course(s) to the shopping cart.
- Employee will click the “Checkout” button.
- For new students, they will need to create a student profile. Once the account is created, the employee can then purchase the course(s) with a credit card.

*Interested in becoming a Training Manager?*

To request Training Manager Site access,  
contact us at

[continuing.ed@tamucc.edu](mailto:continuing.ed@tamucc.edu)

or

**361-825-5751**

# TAMUCC-PRO

## Thank You



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