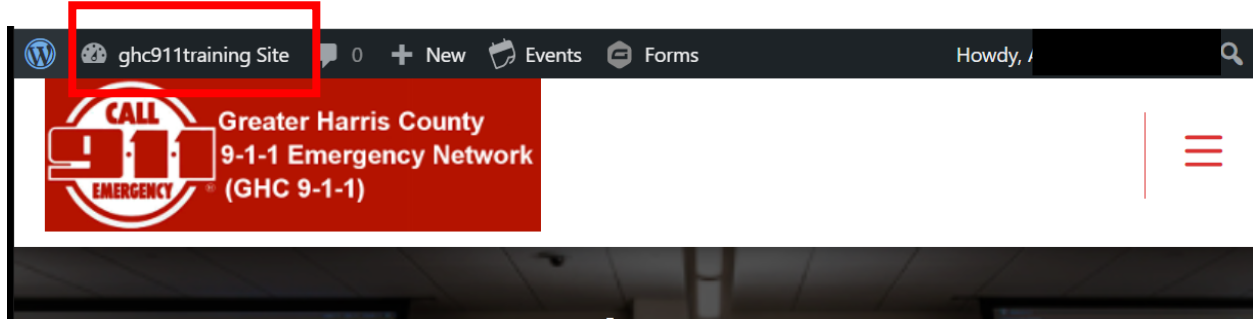


Manager- How to register students via the GHC Training Portal

Login to the GHC Training Portal.

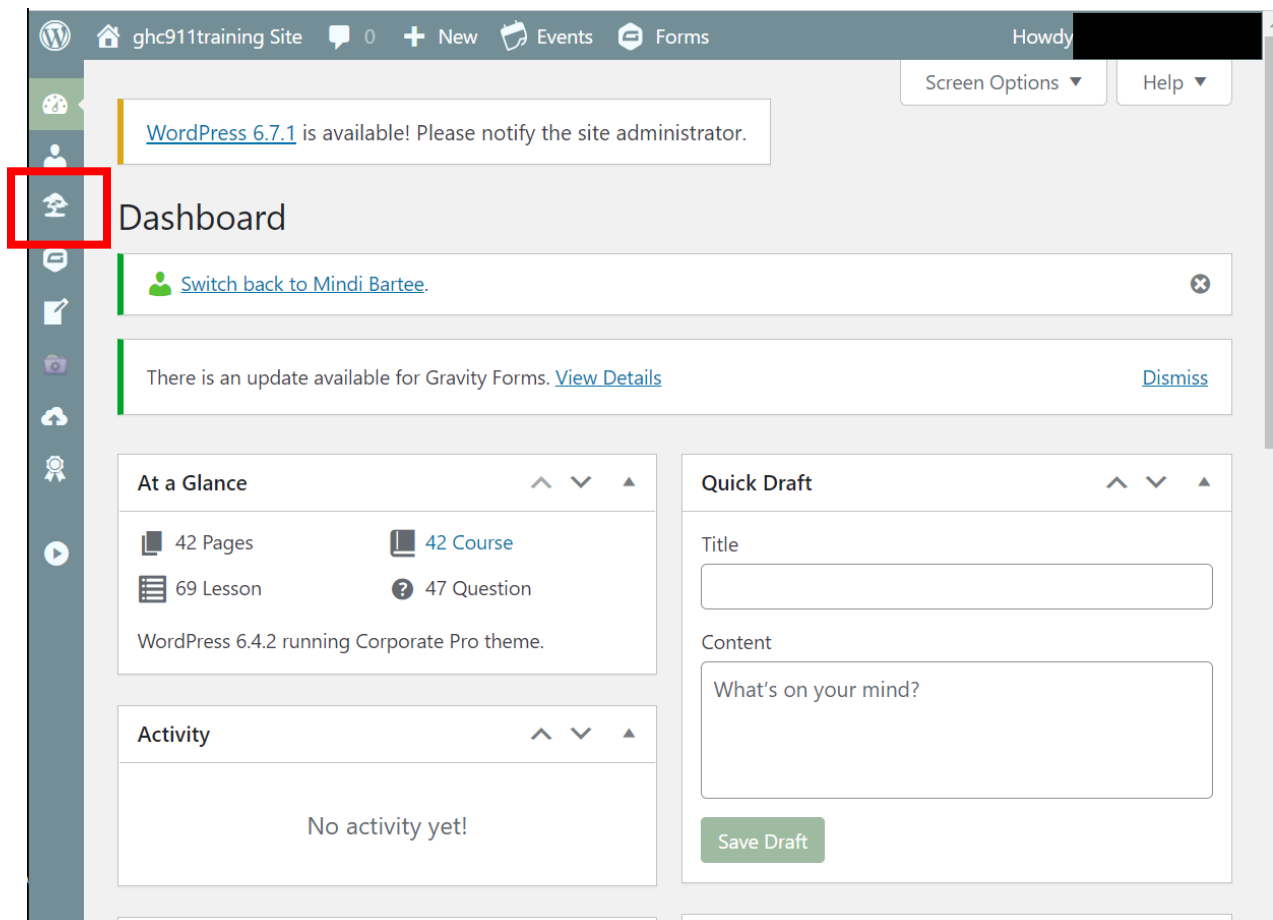
On the home page on the top right once logged in you should see ghc911training Site in the top left. Click on that title.

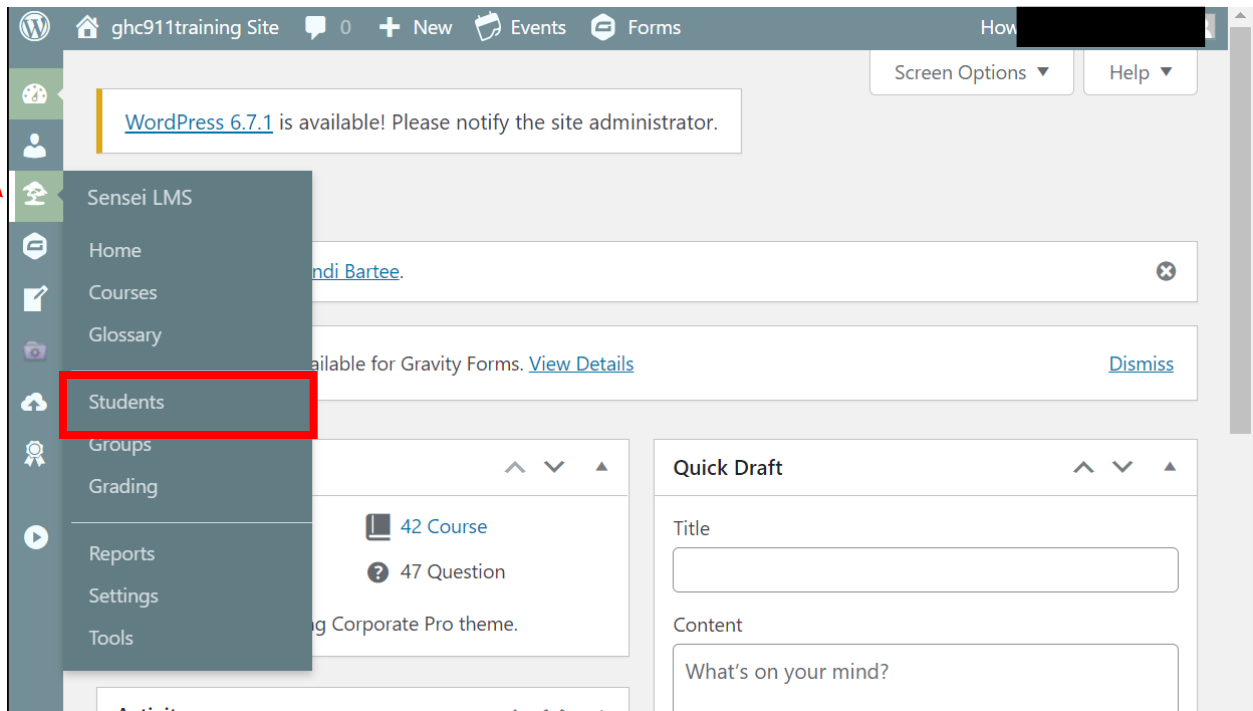


This will take you the back end of the site to register other students, besides yourself for courses.

The page should look similar to this. However, the colors may vary.

Hover over the tree icon and click on the student's option.



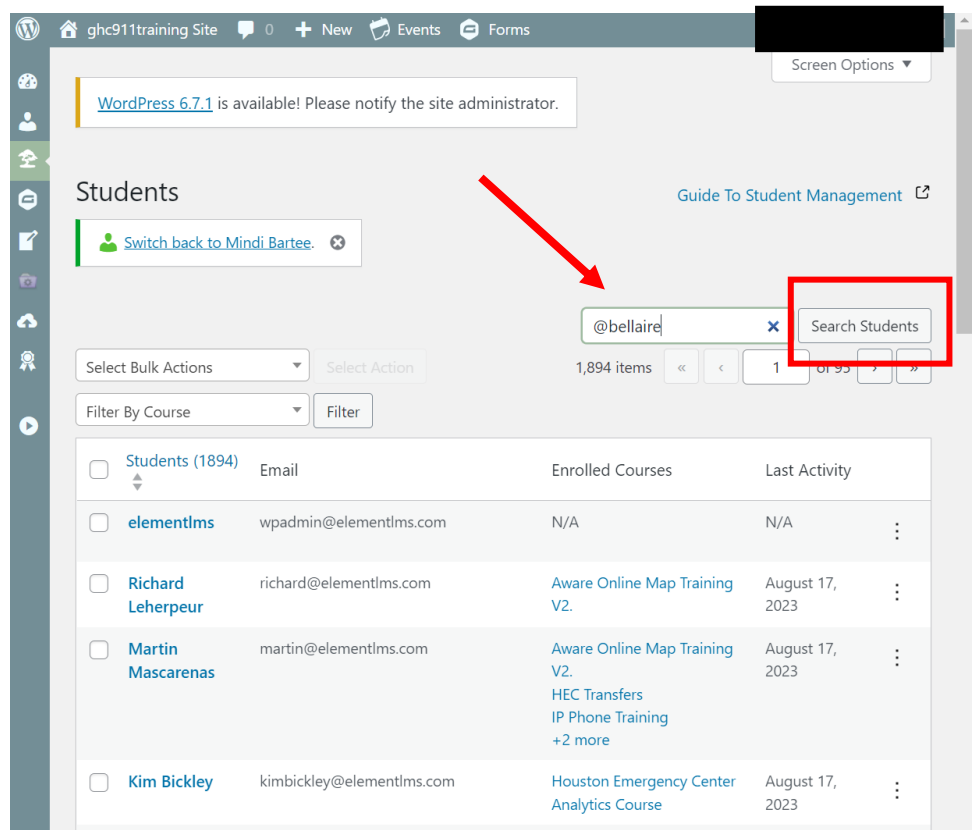


Once you click students it will take you to a page where you have a search students feature near the top left.

You want to search by your agency email. (Example: for Bellaire agency students search @bellaire and click the search students' button.

This will display all students who have your agency email.

**** if students do not have their account under their agency email you will not see them in your search results. Have that student create an account with their agency email and we can merge the two on our end if you send us an email****



Click the box next to the students you wish to register. Check the box and click the Select Bulk Actions drop down to choose to add to course.

The screenshot shows the 'Students' management interface. At the top, there's a notification for WordPress 6.7.1. Below it, the 'Students' title is followed by a 'Guide To Student Management' link. A search bar with '@bellaire' and a 'Search Students' button is present. A 'Select Bulk Actions' dropdown menu is open, showing options like 'Add to Course' (highlighted with a red box) and 'Remove from Course'. A red arrow points to the 'Select Action' button next to the dropdown. Below the menu is a table with columns for 'Enrolled Courses' and 'Last Activity'. The table lists several students, including Michael McLin, Robby Martinez, and Mary Bladsoe, with their respective email addresses and course details.

	Enrolled Courses	Last Activity
	bellairepolice.gov	Aware Online Map Training V2.
	bellairepolice.com	9-1-1 Command Central Applications (January 8, 2024 08:30 AM - 02:30 PM)
<input type="checkbox"/> Michael McLin	mmclin@bellairepolice.com	9-1-1 Command Central Applications (January 14, 2024 08:30 AM - 02:30 PM)
<input type="checkbox"/> Robby Martinez	rmartinez@bellairepolice.com	N/A
<input type="checkbox"/> Mary Bladsoe	mbledsoe@bellairepolice.com	N/A

After choosing the add to course option the select action button located next to the drop down will open up. Click the Select action button.

WordPress 6.7.1 is available! Please notify the site administrator.

Choose Course

Select the course(s) you would like to add 2 students to:

Your Courses

- ☐ 01.25 Command Central Citizen Input- Online
- ☐ Communications Training Officer #3702
- ☐ 1080 Basic Telecommunications Licensing Course
- ☐ Call Center Manager Course- RCCSP
- ☐ GHC 9-1-1 Telecommunicators Wellness Wednesday – (January 29, 2025 09:00 AM – 12:00 PM)
- ☐ 9-1-1 Command Central Applications (January 14, 2024 08:30 AM – 02:30 PM)

Add to Course

Jenkins (January 14, 2024 08:30 AM - 02:30 PM) 2021

It will bring you to the next window where you can search for the course name or click the box next to the name of the course you wish to register your students for.

When you have, your course chosen click add to course.

You then have successfully added the students to the course.

If you need to pay for the course, send an email to training@911.org to request one. Please include all students you wish to pay for and the course title. GHC will create one and you will be able to see it from your Account page on the home page once logged in.

ghc911training Site 0 + New Events Forms

Visit Site Visit Store available! Please notify the site administrator.

Students

[Switch back to Mindi Barteo](#)

@bellaire Search Students

Add to Course Select Action

Filter By Course Filter

Students (15) Email Enrolled Courses Last Activity

From the registration side click the ghc911training site again and choose Visit Site.

Click “My Account” then choose orders. This will display all invoices you have open or closed.

