

OnlineFlagger.com Administration and sub-administration procedures

Main Administration

Step 1

Go to www.onlineflagger2.com

From left navigation bar choose Purchase

Scroll down and choose your state or states

Complete Purchase Process

Check out

Create an account if this is the first time purchasing from us

Follow the on screen instructions

Sign Out

Step 2 Assign Sub-Administrators

Determine the sub-administrators, they will need an email address and a password

Go to www.onlineflagger2.com

From the left navigation bar choose login

Under column heading Manage My Corporate Account, choose Login to Account

Sign in to your account using your email and password

From left navigation bar, choose one of these options

 Add Organization Administrator : add all the sub-administrators for your organization

 Fill out all form fields and press Add Administrator

 Press reset to add another sub-administrator

 List Organization Administrators: View and update your sub-administrators

Distribute sub-administrators their password

Questions call 877-827-3279

Sub-Administrator

Step 1

Go to www.onlineflagger2.com

From the left navigation bar choose login

Under column heading Manage My Corporate Account, choose Structured Organization Sub-Administrators only.

Login

At successful login choose an option from the left navigation Bar

Register Student: Enter students information. All information regarding your student will be sent to you via email within the next few minutes. Please add Onlineflagger.com to your list of trusted sites.

Student Listing: View a list of all registered students, including their status and score. You can reset the student Status from Started to Registered, if there was an Internet connection problem, and print temporary certificates.

Questions call 877-827-3279

Students

Step 1

Go to www.onlineflagger2.com

From left navigation bar choose Login

Under column heading Student Login, choose Student Login

When using computers from a DOT office choose the option Go to Login page, if computer system has not been checked, check the system requirements

Enter UserName and Password as provided

Follow the instructions

Class is targeted to be four hours in length