

Procedure for Main Account Administrators and Sub Administrators for the OnlineFlagger.com classes

Main Account administrator: person who will purchase classes, manage the account and assign Sub Administrators

1. Purchase classes <http://www.onlineflagger.com/statechoice.htm>
 - a. Choose the State; example Alaska, follow the on screen instructions to finish the purchase
 - b. Contact us if you need to use a Purchase Order
2. From the left navigation column choose Add Organization Administrators
3. Fill out the form and add the sub administrators
 - a. Use their email address and assign them a password, press Add Administrator
 - b. Use the Reset to add more Sub Administrators
4. To access and manage your account <http://www.onlineflagger.com/loginarea.asp>
5. From the left column under Manage my Corporate account, choose an option
 - a. Student Listing = lists all the students that are registered and their status and view the Admin person that assigned the class
 - b. Register a Student = if they need to register a student
 - c. Reset Student Login from Started to Registered
 - d. Update Account
 - e. Reorder Classes
 - f. View a list of Sub Administrators and update their record
 - g. Assign new Sub Administrators

Sub Administrators

6. Sub administrator to assign students:
 - a. <http://www.onlineflagger.com/loginarea.asp>
 - b. choose the link Organization Administrators
http://www.onlineflagger.com/olf_SOAdmin_Login.aspx
7. Login using the information provided to you
 - a. Register the students.
 - b. All information regarding your student will be sent to you via email within the next few minutes. Please make sure you also check the "Junk" or "Spam" folders.
 - c. Student Listing = Reset the status of a student from Started to Registered
 - d. View and print a temporary certificate for the student
 - e. Cannot purchase classes