Corporate Admin Portal Guide

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Basic Navigation

Basic Navigation

Managing Members:

Upon logging in, you will reach the **Manage Members** page. Here you can search, manage, and add group members to your corporate group.

Add a Member:

1. Click the **Add a Member** button in the top right corner of the Manage Members page.
2. Fill out the required information in the form.
3. Click **Save** at the bottom of the page.
4. Upon clicking **Save**, the new member will receive an email to set up their account. Please make the new member aware of this.

To view/edit a member's profile:

1. Click the member's name while on the **Manage Member** tab.
2. Review/edit the member's information.
3. Click **Save** on the bottom of the screen.

Remove a Member:

1. Click the member's name while on the **Manage Member** tab.
2. Scroll to the bottom of the page and click **Remove Member From Group.**
3. Click **Remove Member From Group** again to confirm

Note: If you remove a member from your group, you will have to contact your VU Program Admin to add the individual back to your group.

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Academic History

Below the **Manage Members** tab on the side navigation is the **Academic History** tab. Here you can view the Academic History of your employees.

To view an employee's academic history:

1. While on the **Academic History** tab, click the **View Academic History** button on your member's account.
2. You will see a breakdown of the individuals' current courses.

Note: You can also search for a specific member by utilizing the search bar.

New Application

Below the **Academic History** tab on the side navigation is the **New Application** tab. Here you can view applications associated with your program that your VU Program Admin may need you to fill out.

How to fill out an application:

1. Click the **More Information** button on the application you would like to complete.
2. Click **Apply Now**.
3. Click **Start** on the employee you would like to complete the application for.
4. Complete all required fields.
5. Click the grey **Submit** button.

Application Status

Below the **New Application** tab on the side navigation is the **Application Status** tab. Here you can view the application status of the application you completed for your VU Program Admin.

How to view the status of an application:

1. Click the **Application Status** tab.
2. Click **View** on the application you would like to review.

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Browse Offerings

Below the **Application Status** tab on the side navigation is the **Browse Offerings** tab. Here you can browse offerings offered to your group.

How to purchase an offering:

1. To register for a course/certificate, click on the title. **Make sure that the course is available.**
2. Then, click **Add to Cart.**
3. From here, you can either click **Continue Shopping** to add more items or **Checkout** to begin the checkout process. You can access your **Shopping Cart** at any time by clicking the Shopping Cart Icon at the top of the page.
    a. **For the purpose of this guide, we are continuing the checkout process.**
4. Click **Checkout** and review your items. Click the **Add/Remove Members** to select which members of your team you are purchasing this course for. When you do this, a dialog box will appear with a list of all of your group members.
5. Click the checkbox of the members you would like to add and click **Enroll**.
6. Once you have verified that you are purchasing the correct items for the right group members, click the light grey **Checkout** and you will be directed to the **Payment page.**
7. On the **Payment** page, you will have the option of paying with **Credit Card** or **Invoice or Special Billing**. Choose your payment method and click **Continue Checkout.** If you have selected Credit Card, you will be taken to a secure page to complete your payment.
8. After completing payment, you will be taken to receipt page.

Account History

Below the **Browse Offering** tab on the side navigation is the **Account History** tab. Here you can view your group's transaction history.

How to view group transactions:

1. While on the **Account History** tab, click the **Transaction No.** of the Transaction you would like to view.
2. If the transaction you select has an outstanding balance, you will have the option to **Pay Invoice** on the bottom right corner of the page. (See the **Invoices** section)

Note: You can search all transaction by utilizing the **Transaction No.** search bar or you can filter the transactions by utilizing the **Transaction Date Range** fields.

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Invoices

Below the **Account History** tab on the side navigation is the **Invoices** tab. Here you can pay the invoices of your group.

How to pay group invoices:

1. While on the **Invoices** tab, check the checkbox on the invoices you would like to pay. Then, click the **Pay Selected Invoices** button on the bottom right side of the page.
2. On the next page, enter in the amount you would like to pay for each invoice. Once finished, click **Continue to Payment**.
3. You will be taken to a page to verify which invoices you are paying. Once you have verified the information, click **Continue Checkout.** You will be taken to a secure page to complete your payment.
4. After completing payment, you will be taken to receipt page.