

General Users

Course & Event Catalogs	✓
Calendar View of Event Catalog	✓
Online Course and Event Enrollment	✓
Online Certification Program Enrollment	✓
Automatic Forgotten Password Functionality	✓
Secure Login and Payment	✓
My Courses & Events – User gateway to registered courses and events	✓
My Profile – User can update and manage their profile and portal settings	✓
My Transcript – User can view transcript and download earned certificates.	✓
My Accounts – User can view and manage purchase orders	✓
Resource Library – View and download additional shared files and documents	✓

Administrators

Administration User Maintenance – View and manage user records and progress	✓
Add and Enroll users in Courses, Events, and Certification Programs	✓
Create Customized Real Time Reports	✓
Export Reports to Excel	✓
Track Login Statistics	✓
Run Monthly Audit Reports	✓
Enrollment and Order Search Reports	✓
Create and Manage Certification Programs	✓
Schedule Events	✓
View and Manage Event Roster List	✓
Add and Manage Your Instructor list	✓
Event Grade Book – Record multiple assignment/test grades plus attendance	✓
Upload and Manage Materials Online for Events	✓
Track Other Training outside of your Training Program	✓
Easy Course Import Functionality	✓
Manage Course and Event Catalog Settings	✓
Set Course and Event Enrollment Prerequisites and Rules	✓
Email Creation Tools	✓
Automatic Emails	✓
Ability to Search through All Course Material	✓
Assign Multiple Permissions and Roles for complete Administrative and User Access Control	✓

System

SCORM 1.2 and 2004 2 nd and 3 rd edition Compliant	✓
Secure E-Commerce Package	✓
Multi-Language Support	✓
Hosting, Maintenance, and Upgrades	✓