



# 1. ADD AN EMPLOYEE

Employees + ADD EXPORT

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New Employee

First Name  Last Name

Birthdate

Address  Optional City  Optional

Emergency contact's name  Optional Emergency contact's phone number  Optional

Note  Optional

Create another CREATE CANCEL

In the **Search** section of the **Employees** module, click the **ADD** button to be directed to the **New Employee** page.

Fill out all of the required fields on the form.

Once the form has been completed, click the **CREATE** button at the bottom of the page to save the new employee.

# 2. BUY AN E-LEARNING TRAINING COURSE

Go to the **Catalogue** section of the **E-Learning** module.

Cognibox Back to Cognibox Shop Volume pricing Contact Us Krystal Henley-Rochelleau SIM/Cognibox (INTERNE) English

**Our Products**

Group your purchases of Alcumus Cognibox products and obtain up to 50% off. [Click here to see our volume pricing](#)

**CATEGORIES**

- All Products
- COVID-19 / Coronavirus
- Educational Clips
- Electrical Hazards
- Environment / Hygiene
- Mobile Equipment
- OHSE
- Risk Prevention

**OWNER NAME**

**RECOGNIZED BY**

**LANGUAGES**

- English
- Français
- German / Deutsch
- Spanish / Español

Search...

CAD Sort By: Featured

**Prepaid card 500\$**  
500.00 \$

**COGNIBOX - WHMIS / GHS**  
34.95 \$  
The Workplace Hazardous Materials Information System (WHMIS) is a comprehensive system for providing information on the safe use of hazardous

**COGNIBOX - FALL PREVENTION AND PROTECTION (COMPLETE SERIES)**  
39.95 \$

The left section allows to filter training courses by categories, owner, client corporation or languages.

Click on a training image to get more information (description, duration, languages available, course outline, etc.)

Hover the course to purchase, then click on the **cart** icon. The course will be added to your cart.

To access your cart, adjust quantities and proceed to checkout, click on the **cart** icon at the top of the page.

### 3. ASSIGN AN EMPLOYEE TO AN E-LEARNING TRAINING COURSE



E-Learning Training Accesses Assignations

Search Training Courses...

Training Courses	Available Accesses	Actions
CONTRACTOR SAFETY ORIENTATION	0	...
FALL PREVENTION AND PROTECTION		...

Assign

Accesses	Date added	Deadline to assign and start training	Cognicodes	Actions
1 available access(es)	September 28, 2022	September 28, 2023 (315 day(s) remaining)	CREATE	SELECT EMPLOYEES

Showing 1 to 1 of 1

In the **Assignations** section of the **E-Learning** module, find the course for which you wish to assign an employee and click on the ellipsis in the **Actions** column, then click on the **ASSIGN** button. Next, click on the **SELECT EMPLOYEES** button.

#### Select Employees

Check the box to the left of the employee's photo to assign them to the training activity.

Save the assignation by clicking the **ASSIGN** button at the bottom of the page.

It is possible to assign a training course to several employees at the same time, by checking off the box of several employees. If the maximum number of participants is reached, the system will not allow the assignation.

1 available access  
FALL PREVENTION AND PROTECTION

Employee	Last Assignment Status	Last Assignment Date
<input type="checkbox"/>  <b>White, Dahlia</b> 418 555-5566 dwhite@demost.com, English Demost	 Succeeded	Completion date: 2022-09-06

Employees

+ ADD EXPORT

Name	Actions
<input type="checkbox"/>  Garcia, Alex Authorization Form : Validated Brainicx Technologies	...

Training Courses

Name	Training Firm	Issuance	Exp
LOCKOUT 3 hours 138	SIM	October 27, 2020	October 27, 2025

Showing 1 to 1 of 1

To see the training courses that were successfully completed by the employee, please go to the **Search** section in the **Employees** module. In the **Actions** column, click on the ellipsis and then on **Training Courses** to access the employee's training profile and certificates.

FOR MORE INFORMATION, CONTACT OUR CUSTOMER SERVICE  
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