

## Trainees without email or phone access

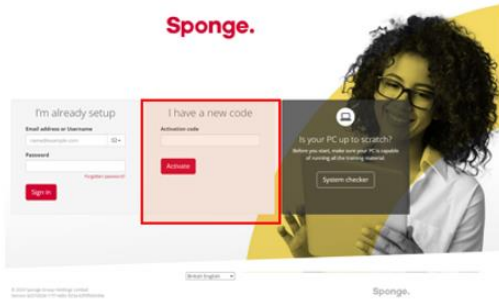
Trainees can access their training without the need of an email address or a phone number. This option can be particularly useful for shop floor workers, temporary staff or external contractors.

### How it works



Trainees are given individual one-time **activation codes** which they enter in the field “I have a code” on the log-in page. This will give them access to their register form and allow them to set a personal password. The fields of the registration form can be preconfigured by the admin in advance.

### Activate code



### Registration

### Set Password

### Self-registration:

Spark has the option to register trainees using an open *link*. The trainee completes a blank registration form which creates the learning account. This option is suitable if a large number of trainings need to be conducted and not everyone can be registered by an admin in advance. Self-registration is often used with external partners or contract workers. The admin has access to self-registration records. The number of self-registrations can be limited. To restrict access to a specific group of users, trainees can be given a *secondary code*.

The fields of the registration form are customisable by the admin and can be used to collect company or referral information. In addition, Admins can opt to receive notifications by email for newly self-registered trainees.

### Resetting a password

If trainees do not remember their password in a subsequent session, they can request a temporary password from the admin. The admin user can look up the trainee by access code, username or name of trainee, for example.

Optional: If trainees have been given the option to provide a personal email address or phone number, they can reset the password themselves.



## Monitoring and Reporting Progress

Any training record can be tracked and reported on. Training outcomes can be broken down by organization, department, tags, or individual user information, such as username, employee number access code, trainee name and many more variables which are fully customisable to your organization.

## Username

Username can be used as an identifier. It can be a name alias or staff code or self-selected name by the trainee.

## Manager notifications

Trainings can be configured, so that selected managers receive a notification by email once their trainee has been assigned a new training. This will help them track progress and assist trainees if needed.

## More information

You can find more information about the SPARK Learning Management System by following this link:  
[Link to SPARK Support resources](#)