

# Trainer Portal Quick Reference Guide

**Trainer Portal Introduction**  
Coupled with the LaDIS features available to you as a Student, as a Trainer you have additional functionality available to you.



This Quick Reference Guide (QRG) assumes you are logged into LADIS with the relevant user access and permissions.

## View Training Profiles of Trainees

To view Training Profiles of your Trainees click on the Trainees Tab. Note, to maximize the number of Trainees, change the Active Column setting from True to All. Search for or find the Trainee in the page. Click on **Actions>Training Profile**.

Please Note, Trainees that appear on the Trainees page are trainees that are *enrolled in schedules that are associated to you as a Trainer* (with Trainer, Assessor or Validator roles) or *associated to other Trainers* (approx. 3000 Trainees). Please note, at the moment, this page does not show the Training Profiles of all the People Records in LaDIS (approx. 40,000).

## View Reports

As a Trainer you have the ability to view the DELWP Reports. Click on the **Library** Tab. Go to the **Folders** Tab and click on **Other Documents**. Double click on the Report icon to view it.

## My Account

Under this Tab, you can change your Password by selecting **Change Password** or view your Personal Details by selecting **Personal Details** Tab. Or if you wish to view your Trainer, Assessor or Validator Roles, select **Qualification Registry**.

## View your Training Profile

To view your own Training Profile, click on the Home Tab and click on the **My Capabilities** tile.

## View your Certificates

If you wish to view your Certificates, go to the **Library** Tab, double click on the **Certificates** folder.

## Other relevant features

If you wish to lodge a query, click on the Home Tab and click on **Leave Feedback or Lodge a Query** tile.

If you wish to access Help, click on the Home Tab and click on **LaDIS Help Website** tile.

## Other Items?

There is no need for you to use the **Results** Tab.