



How to manage multiple users

As the purchaser of tokens you have access to see the scores and the certificates for all those who utilized your token to complete their training.

1. Login to our website at <http://training.ecseclipse.com>.
2. Click on "My Account"
3. In the right column you will see a button for "Your Results" click on it
4. You will then see on the screen a list of all users who have used a token assigned to you sorted by training type.
5. Anyone who has taken a training you will see a button to the right of their name "View Results", If a user has not taken the training yet there will be no button available.
6. If you Click on the "View Results" button next to the user you are looking for in the appropriate training type.
7. Next you will be brought to the results page for that user. You will be able to see the date they attempted the training, status of the training and the score they received.
8. If you want to download the certificate for that user just click on the download certificate button and it will download a .pdf version of the certificate to your local computer.